Purchase Card On-Line System (PCOLS)

Continuous Learning Module

for the Resource Manager and Resource Manager Pool

Please dial in to join us.

Commercial 1-301-909-7349

OR

DSN 312-434-7349

Access Code: 35200666#

Training Overview

- Help and Support
- Purchase Card On-line System (PCOLS) Overview
- Enterprise Monitoring and Management of Accounts (EMMA)
- Authorization, Issuance and Maintenance (AIM)
- PCOLS Reporting
- Data Mining (DM)
- Risk Assessment Dashboard (RAD)

Help and Support

PCOLS Help Desk

Phone: 800-376-7783, com 269-961-7307, or DSN 661-7307

Email: dlacontactcenter@dla.mil

Operation Hours: 24x7

PCOLS DAU Continuous Learning Module CLG005

http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1704

Contains: Role-Based Training for PCOLS

PCOLS Website at DAU Acquisition Community Connection (ACC)

https://acc.dau.mil/pcols

Contains: Site Deployment Packet, Interactive Tutorials, Frequently Asked Questions (FAQs), System User Manuals

milConnect link for Work Address Update

RAPIDS Self Service link for email address Update

PCOLS Overview

PCOLS Components

- **Enterprise Monitoring and Management of Accounts (EMMA)**
  - Used to provision users into roles in a hierarchy
  - Based on roles, grants access to the other PCOLS applications
- **Authorization, Issuance and Maintenance (AIM)**
  - System to issue and maintain Managing Accounts (MA) and Cardholder Accounts (CA)
  - Interfaces with two banks
  - Store account information
- **PCOLS Reporting**
  - Provides reports based on Purchase Card accounts and users of AIM

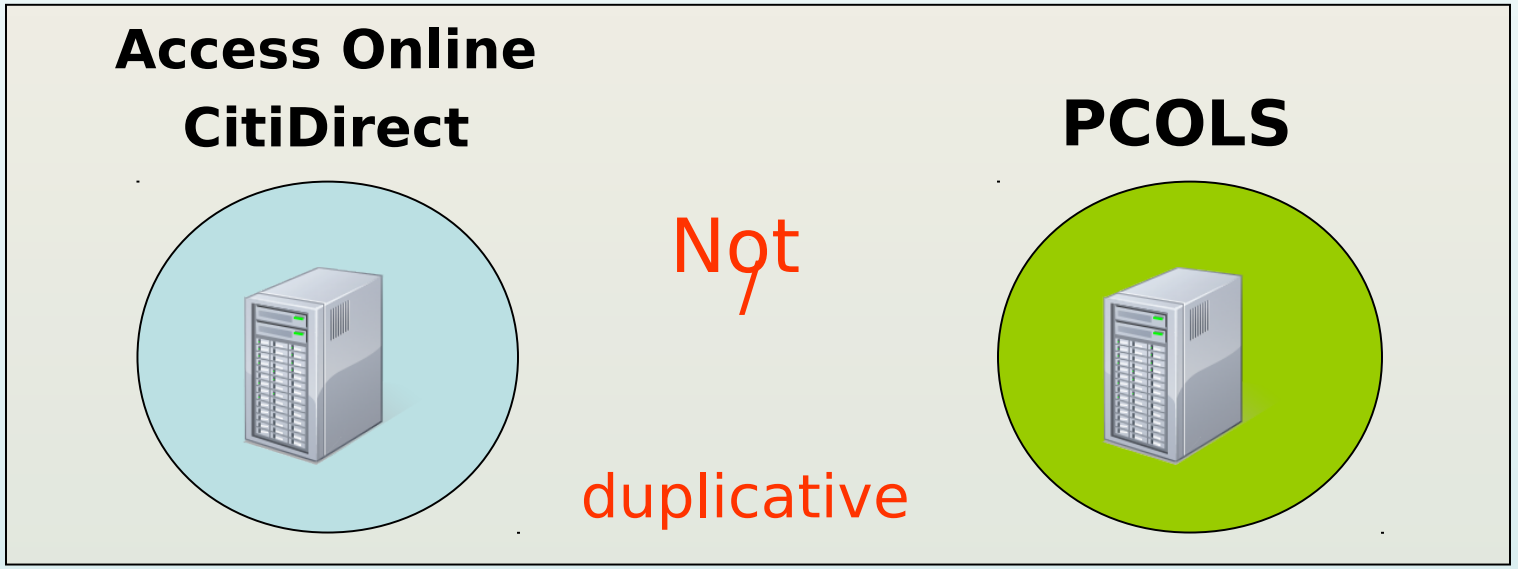
PCOLS Components *(cont'd)*

- **Data Mining (DM)**
  - Managed by Northrup Grumman
  - Reviews all transactions of all CAs and scores the transactions based on risk of fraud, misuse, or abuse
  - Flagged transactions are to be reviewed and verified by the A/BO or A/BO Supervisor

- **Risk Assessment Dashboard(RAD)**
  - Reports an organization's "health" in the Purchase Card Program
    - *Health is based on risk-indicating controls*

Banking Systems

- PCOLS does not replace transaction-level, bank-operated systems
  - Access Online and CitiDirect
    - *Will be used before and after PCOLS implementation*
    - *Will provide capability to approve transactions*



PCOLS migrates manual Purchase Card processes to an electronic equivalent

Pools

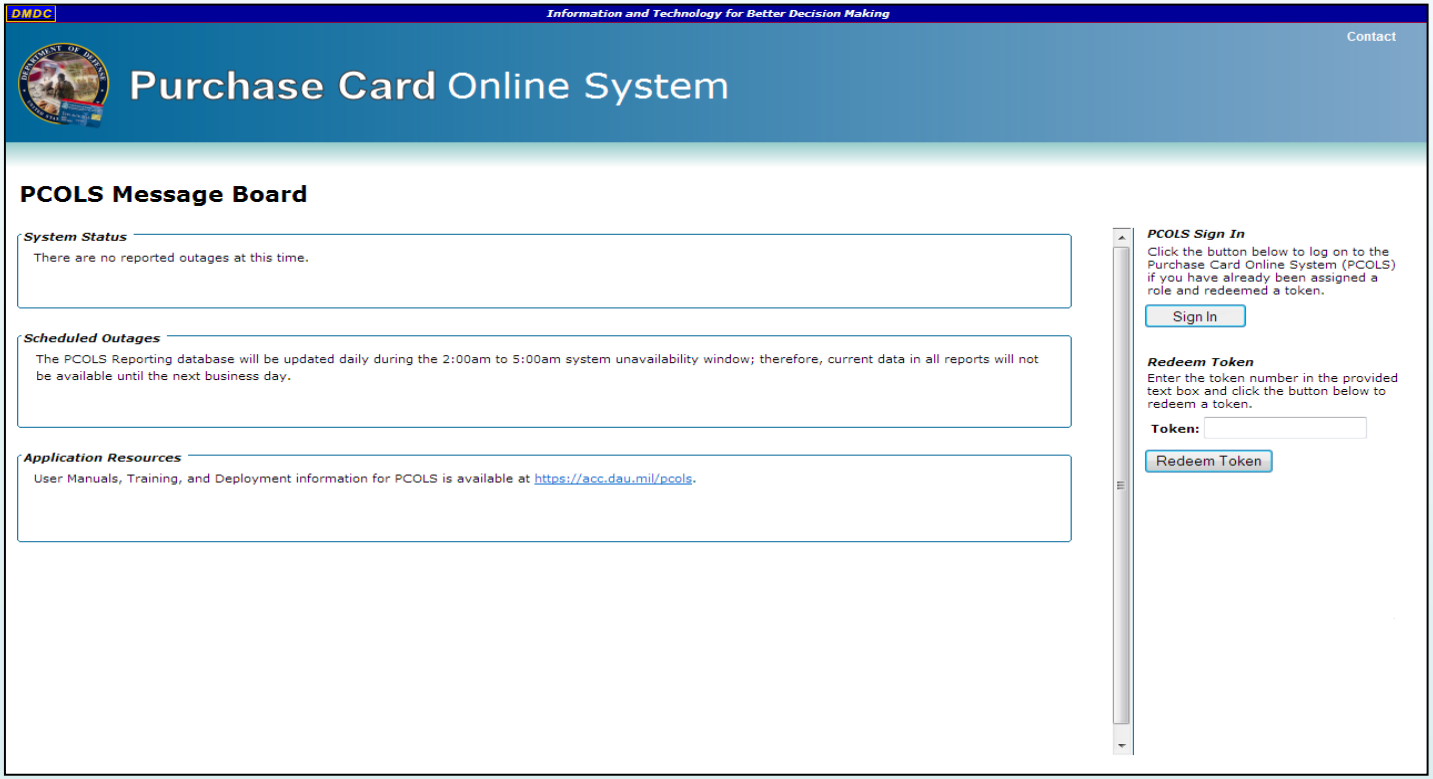
- Pools are used to establish a group of individuals provisioned in the same roles in an organization
  - A/OPC and A/BO Supervisor roles – allows all members of the pool to own the same set of actions. For example, any pool member can act on any account associated with the organization.
  - A/BO role – AIM includes all pool members in the list of available A/BOs for an account; however, individual users MUST be assigned as Primary or Alternate A/BO for an account in order for the A/BO to have access to the account.
  - Cardholders (CH) Supervisor – AIM includes all pool members in the list of available CH Supervisors for an account. An individual must be assigned as the CH Supervisor for an account in order for the CH Supervisor to have access to the account.
  - **Resource Manager – AIM allows all users assigned as an RM or RM Pool member in an organization to act on any account associated with any RM in the organization.**

Logging on to PCOLS

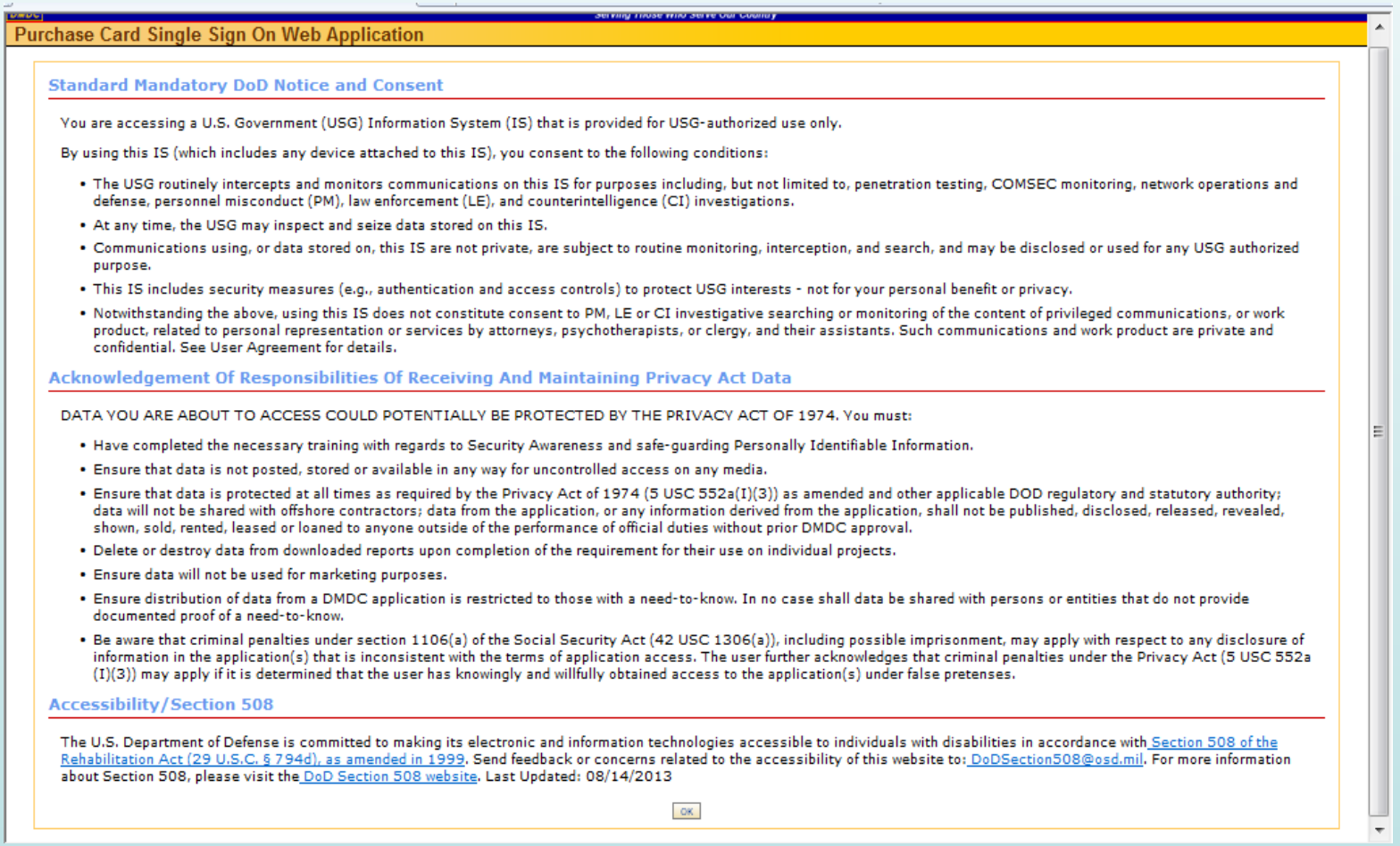
Logging in

Ogle web site: o to the PCOLS Single Sign-on (SRS):

https://www.dmdc.osd.mil/appj/pcols-web/


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card Online System
PCOLS Message Board
System Status
There are no reported outages at this time.
Scheduled Outages
The PCOLS Reporting database will be updated daily during the 2:00am to 5:00am system unavailability window; therefore, current data in all reports will not be available until the next business day.
Application Resources
User Manuals, Training, and Deployment information for PCOLS is available at https://acc.dau.mil/pcols.
PCOLS Sign In
Click the button below to log on to the Purchase Card Online System (PCOLS) if you have already been assigned a role and redeemed a token.
Sign In
Redeem Token
Enter the token number in the provided text box and click the button below to redeem a token.
Token:
Redeem Token

Notice and Consent



Purchase Card Single Sign On Web Application

Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

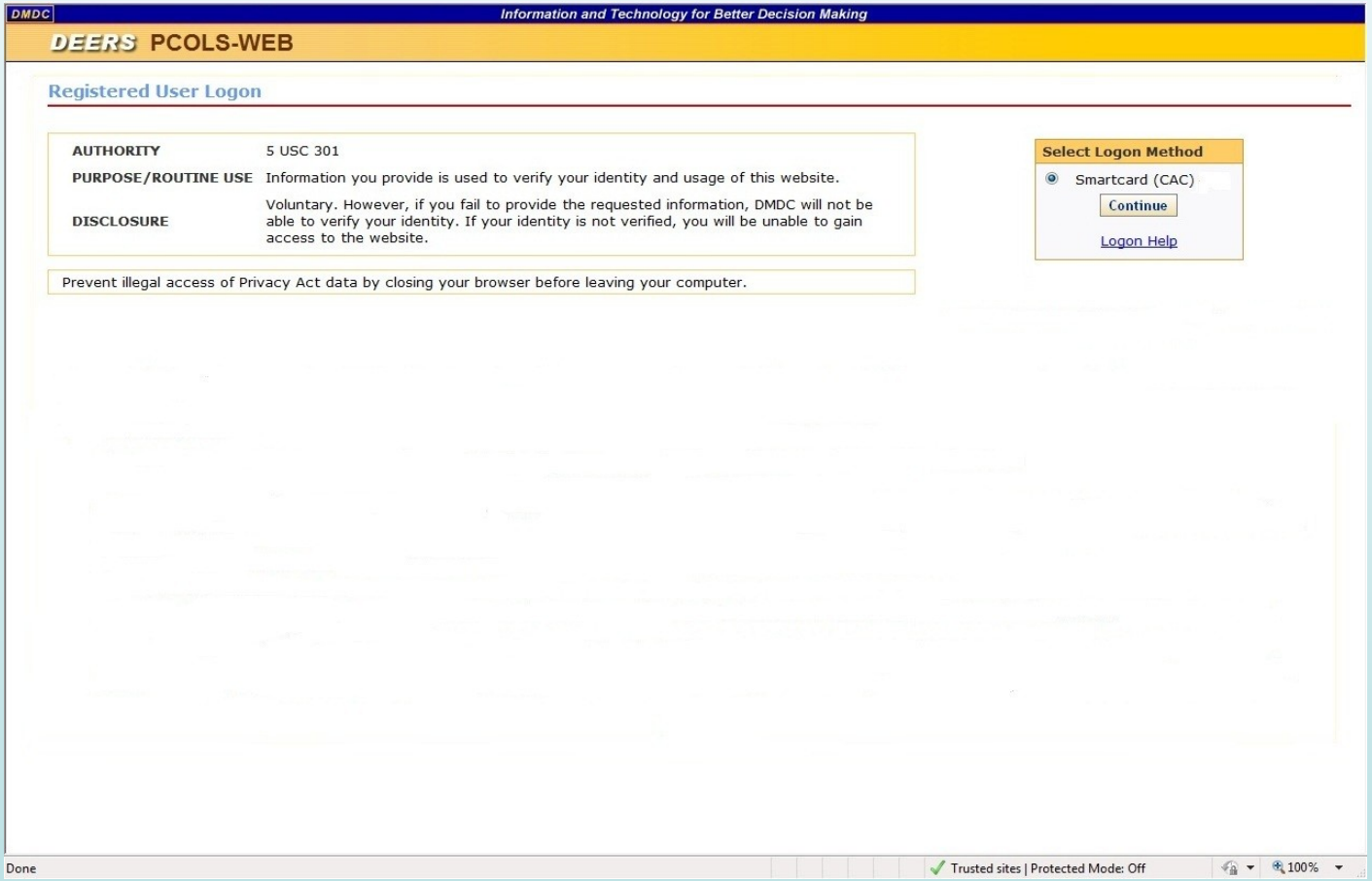
- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a (I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

Accessibility/Section 508

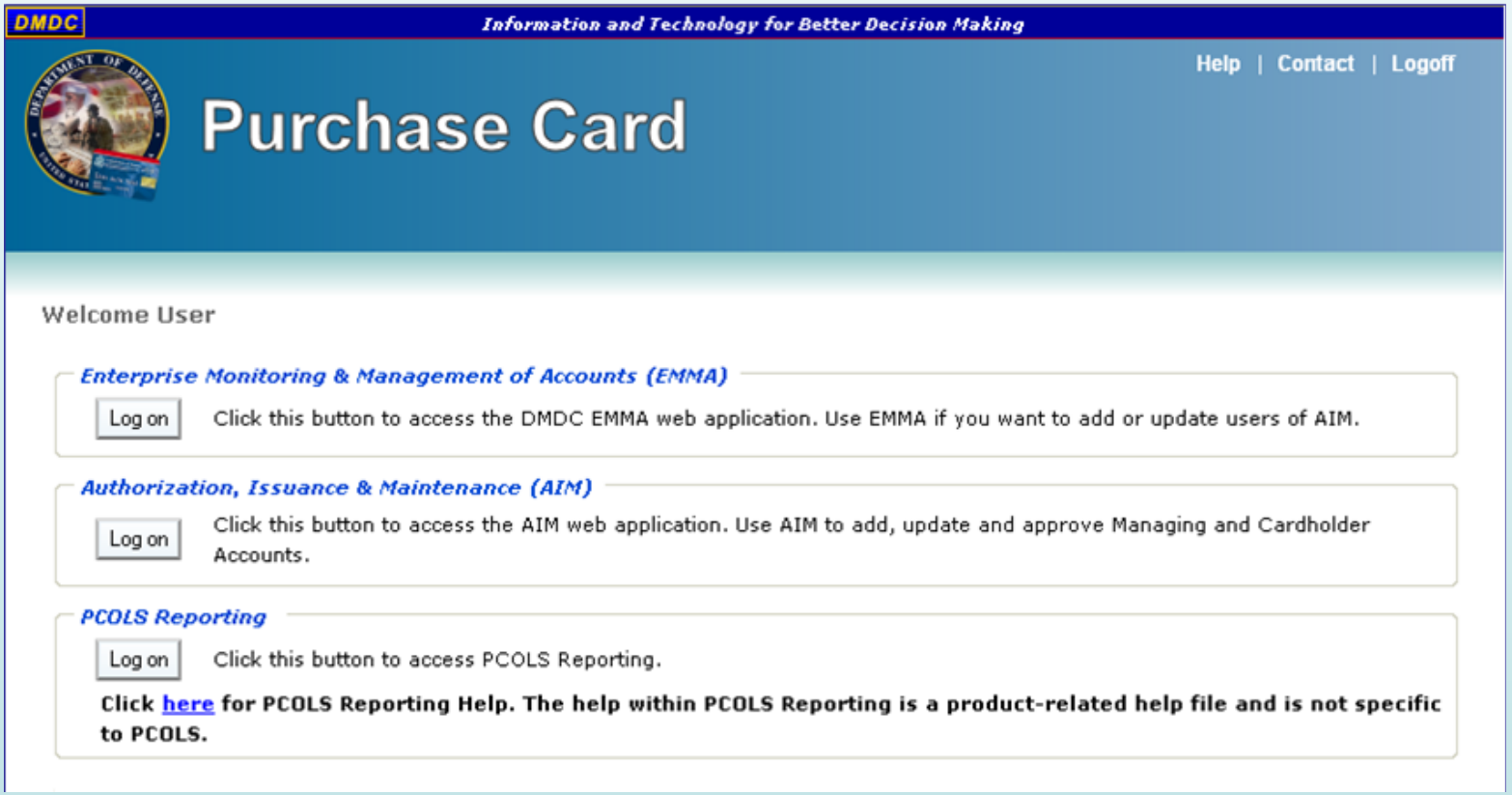
The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended in 1999. Send feedback or concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the DoD Section 508 website. Last Updated: 08/14/2013

OK

Registered User Logon


DMDC
Information and Technology for Better Decision Making
DEERS PCOLS-WEB
Registered User Logon
AUTHORITY
5 USC 301
PURPOSE/ROUTINE USE
Information you provide is used to verify your identity and usage of this website.
DISCLOSURE
Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.
Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.
Select Logon Method
Smartcard (CAC)
Continue
Logon Help
Done
Trusted sites | Protected Mode: Off
100%

Select Application


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Enterprise Monitoring & Management of Accounts (EMMA)
Log on
Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.

Enterprise Monitoring and Management of Accounts

Learning Objectives

- EMMA Background
- Defining:
  - Provisioning Process
  - Roles
  - Purchase Card Program hierarchy
- How to:
  - Accept a Position
  - Select a Role
  - Add, View, Update, and Remove an Organization
  - Add and Remove a Role
  - Add, Remove, and View a User

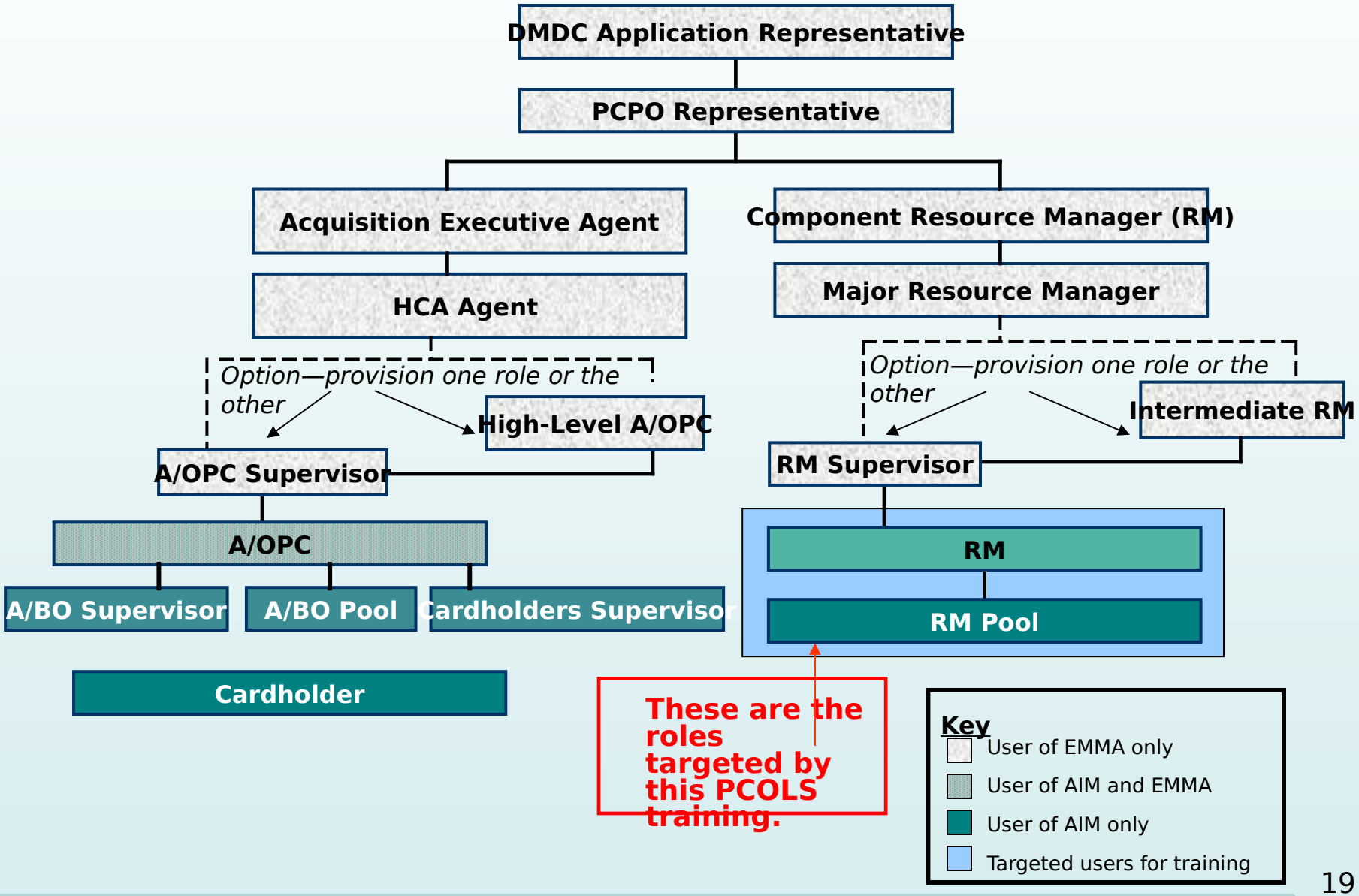
Detailed Overview

- Program-wide application
- Captures hierarchies to grant system access to authenticated users
  - The hierarchy incorporates Supervisors into the program
- Uses the Common Access Card (CAC) to link an individual to a role
- Allows RM to create roles under their own, to continue down the hierarchy
- Other systems, such as AIM, use the roles in EMMA to grant permissions within the applications

Provisioning

- Electronic process of documenting the chain of command in the Purchase Card hierarchy
  - Top-down process
  - Users provisioned into roles under their organization
- Assigning uniquely identified individuals to specific roles
  - Enhances strategic program management
  - Increases security
  - Allows for improved future risk management
- Provisioning steps
  - Add a Role
  - Assign a User to the Role

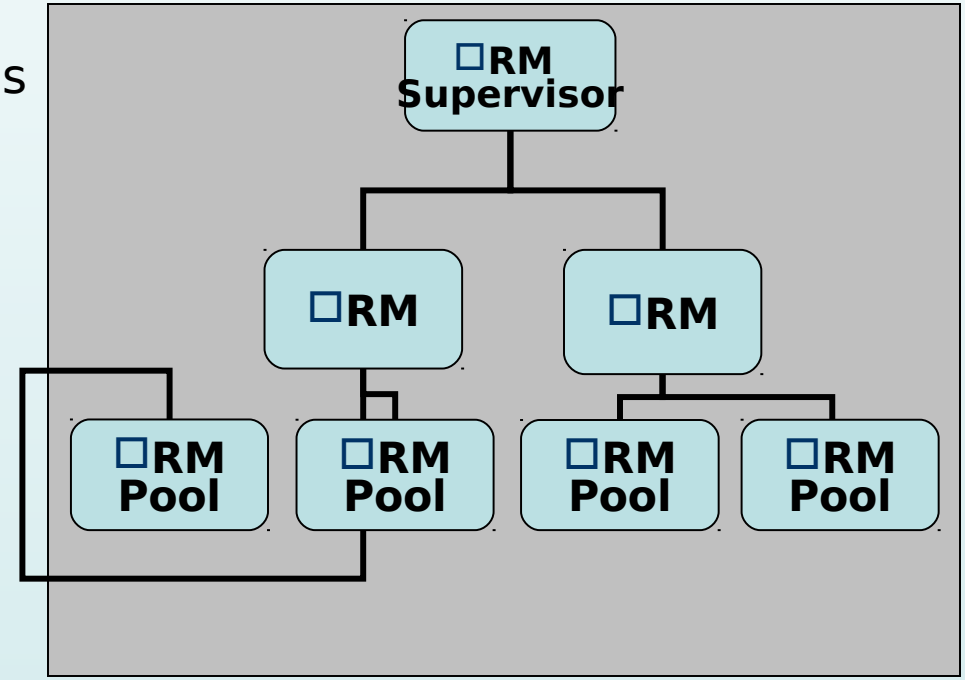
Purchase Card Hierarchy



Defining Your Hierarchy

- It is critical that your Purchase Card hierarchy is defined prior to initiating the provisioning process

- Start by arranging your Purchase Card hierarchy on paper
  - Group RM Pool members by RM
  - Create any organizations necessary for the RM Pools
  - Link those organizations to the RMs
  - Note: One individual can have the same or different roles within different organizations
  - The same procedure should be followed for the acquisition side of the hierarchy



Accepting a Position

- In EMMA, The provisioning process has changed
- You will now “Accept your Position”
- Position emails do not expire
- Once you accept your position, the Resource Manager Supervisor will be notified by email
- If you receive a message that an error occurred, contact your provisioner

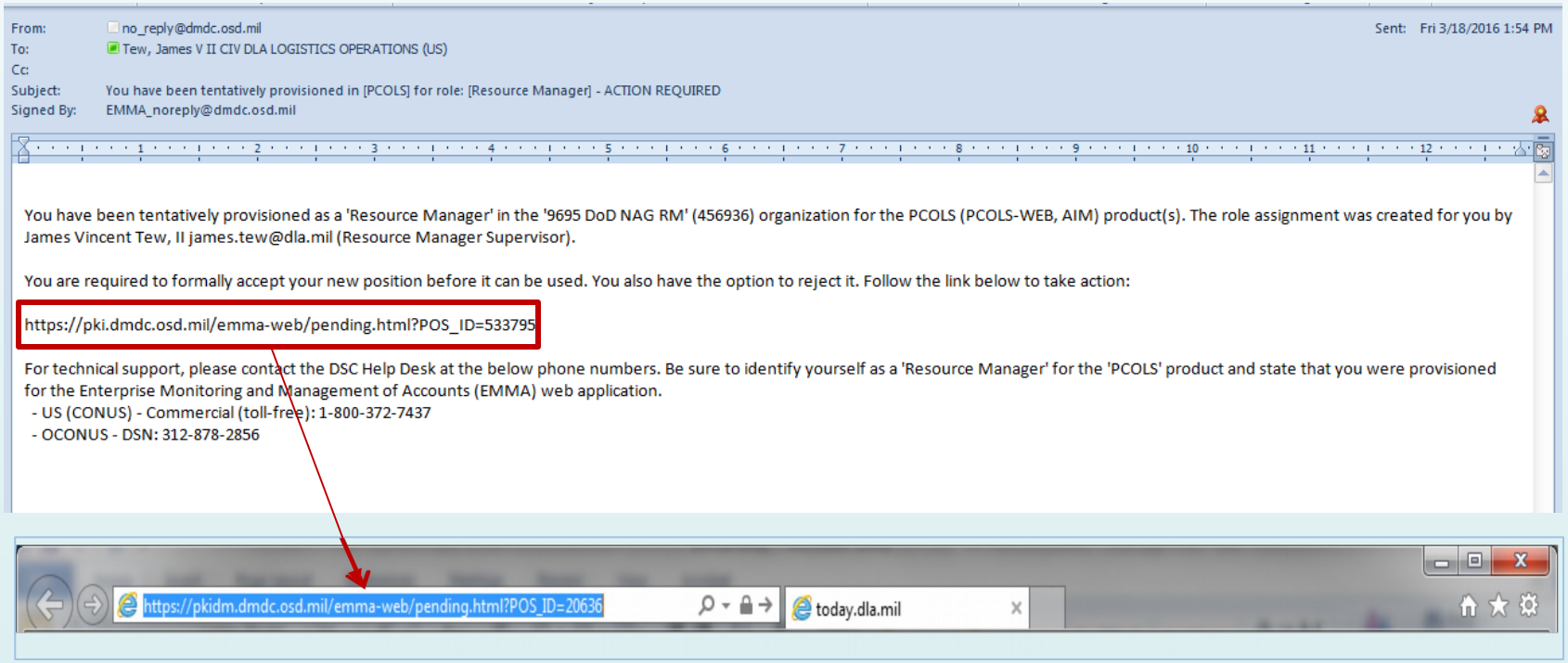
Accepting A Position

Enter the EDI/DOD Person ID Number (10 digit number located on the back of the users CAC) in the “Person ID” field on the Add User screen in EMMA

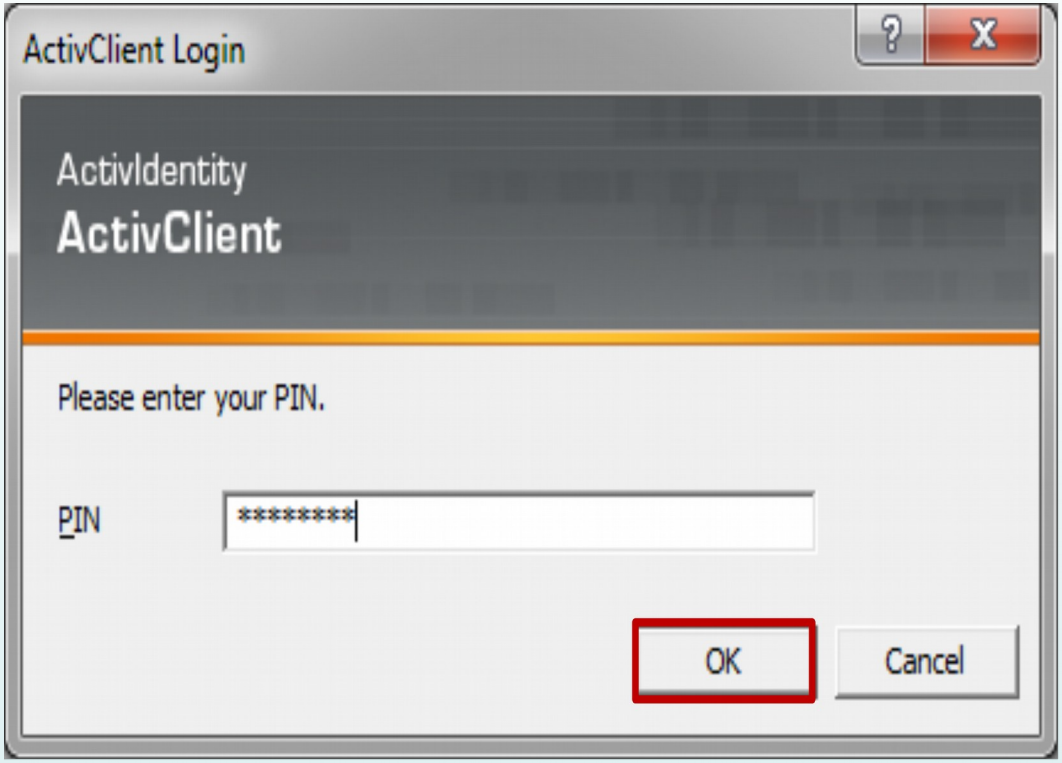
NOTE - your EDI/DOD Person ID Number is considered PII. Please ensure you are providing it to the person provisioning you in an encrypted email.

Accepting A Position

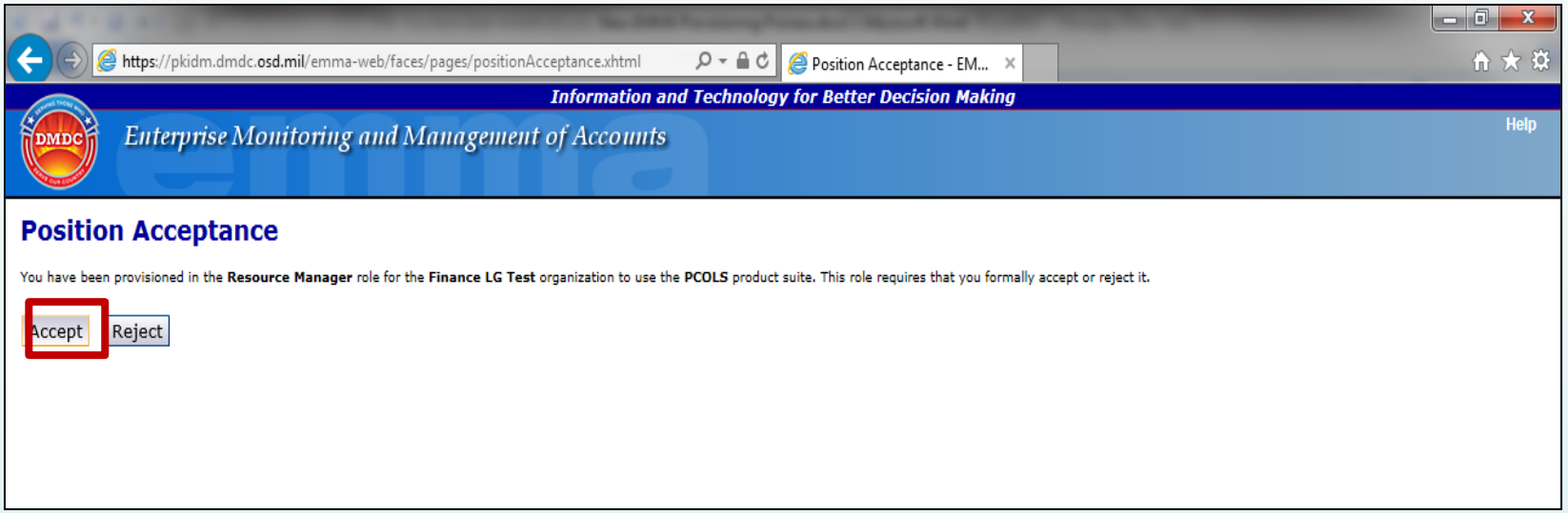
The provisioned user will receive the below email tailored to the specific role and organization they are being added to as well as who provisioned them into the role.


From: no_reply@dmdc.osd.mil
Sent: Fri 3/18/2016 1:54 PM
To: Tew, James V II CIV DLA LOGISTICS OPERATIONS (US)
Cc:
Subject: You have been tentatively provisioned in [PCOLS] for role: [Resource Manager] - ACTION REQUIRED
Signed By: EMMA_noreply@dmdc.osd.mil
You have been tentatively provisioned as a 'Resource Manager' in the '9695 DoD NAG RM' (456936) organization for the PCOLS (PCOLS-WEB, AIM) product(s). The role assignment was created for you by James Vincent Tew, II james.tew@dla.mil (Resource Manager Supervisor).
You are required to formally accept your new position before it can be used. You also have the option to reject it. Follow the link below to take action:
https://pki.dmdc.osd.mil/emma-web/pending.html?POS_ID=533795
For technical support, please contact the DSC Help Desk at the below phone numbers. Be sure to identify yourself as a 'Resource Manager' for the 'PCOLS' product and state that you were provisioned for the Enterprise Monitoring and Management of Accounts (EMMA) web application.
- US (CONUS) - Commercial (toll-free): 1-800-372-7437
- OCONUS - DSN: 312-878-2856
https://pkidm.dmdc.osd.mil/emma-web/pending.html?POS_ID=20636
today.dla.mil

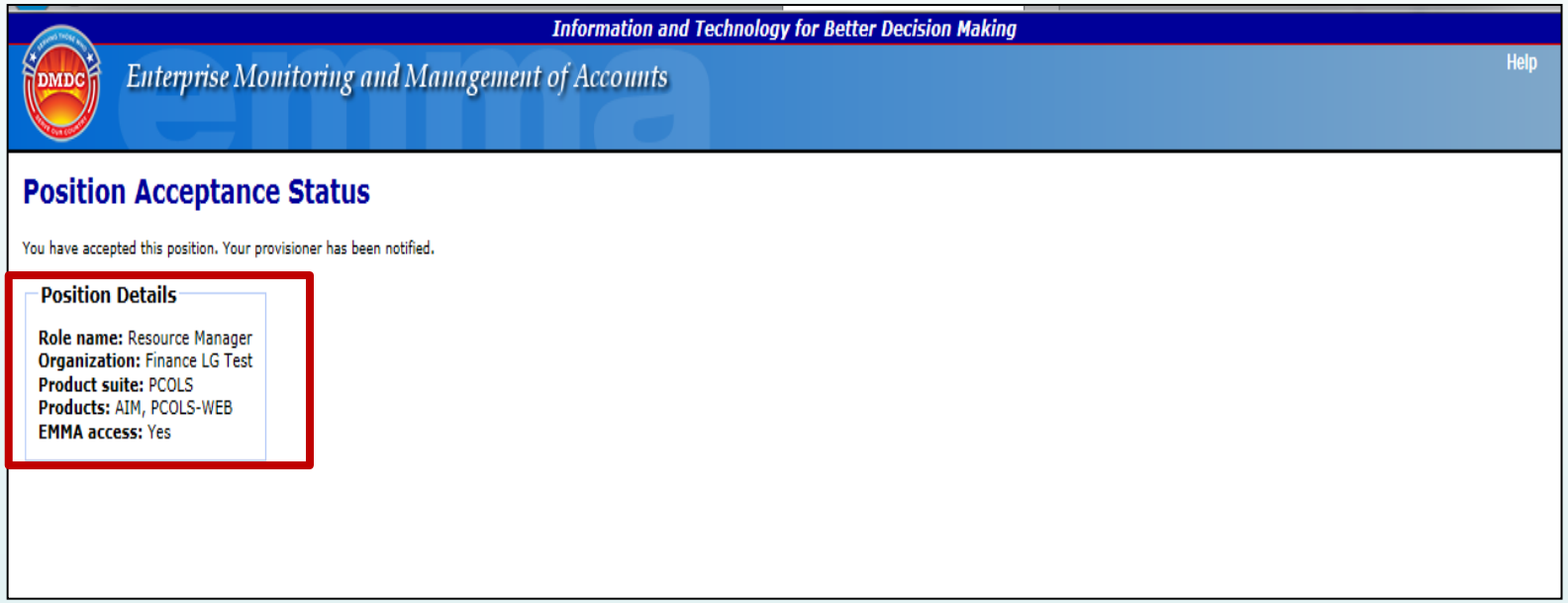
Accepting A Position



Accepting A Position

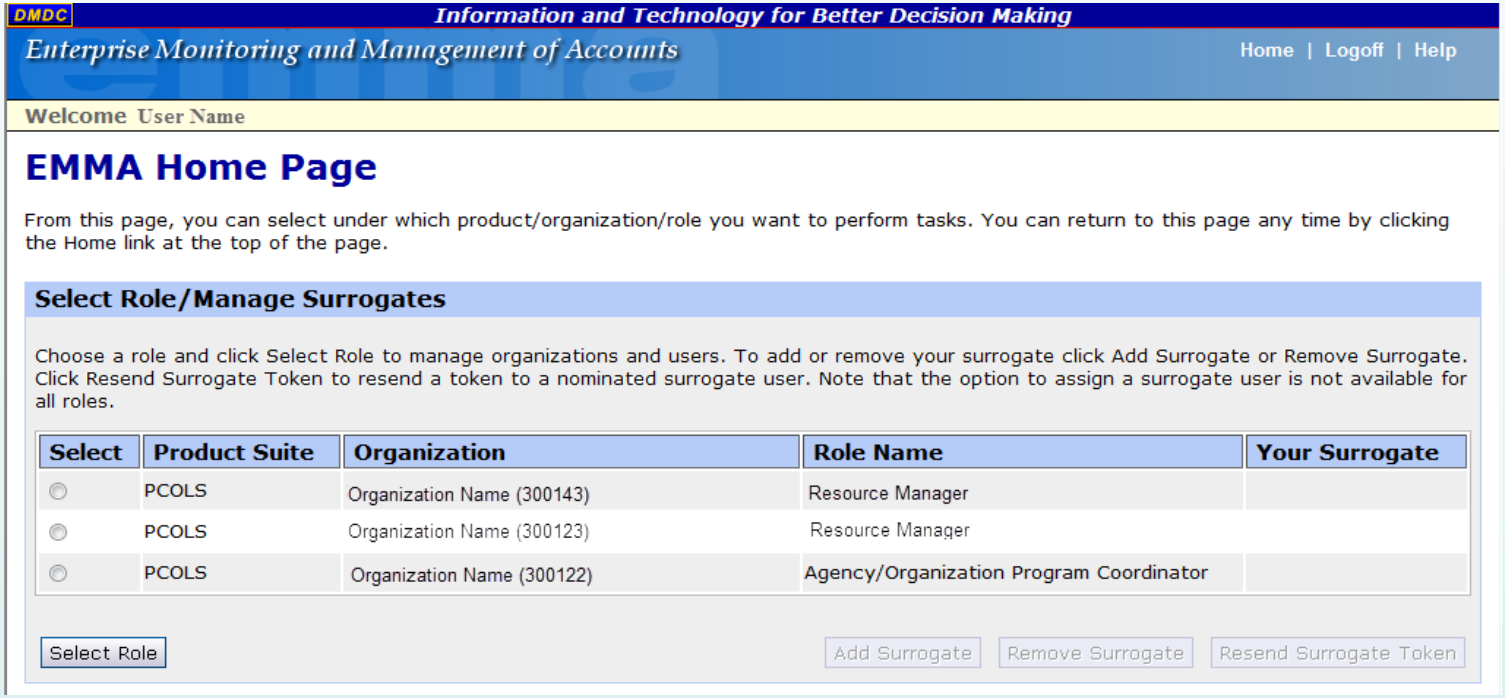

https://pkidm.dmdc.osd.mil/emma-web/faces/pages/positionAcceptance.xhtml
Position Acceptance - EM...
Information and Technology for Better Decision Making
DMDC
Enterprise Monitoring and Management of Accounts
Help
Position Acceptance
You have been provisioned in the Resource Manager role for the Finance LG Test organization to use the PCOLS product suite. This role requires that you formally accept or reject it.
Accept
Reject

Accepting A Position

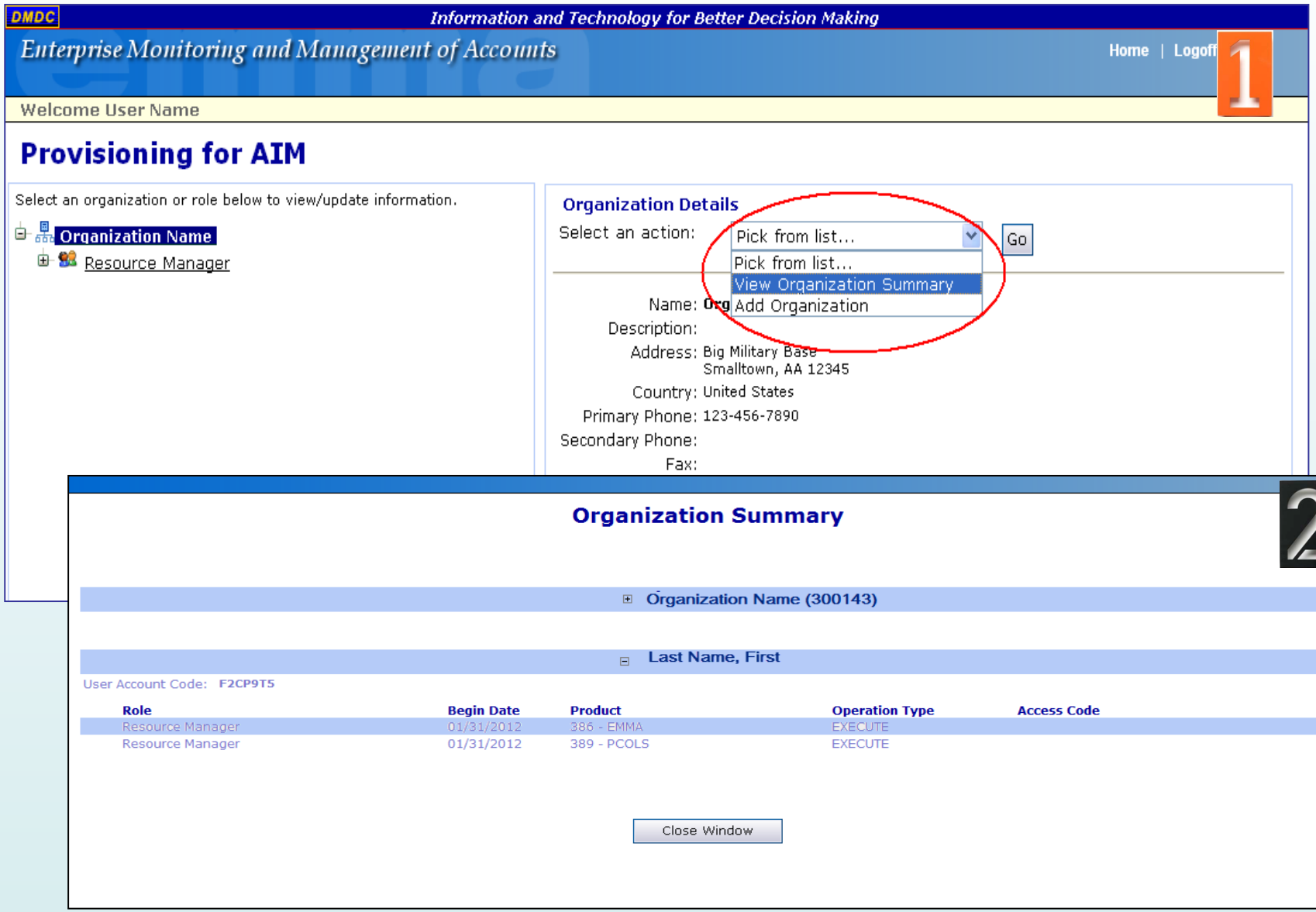

Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Help
Position Acceptance Status
You have accepted this position. Your provisioner has been notified.
Position Details
Role name: Resource Manager
Organization: Finance LG Test
Product suite: PCOLS
Products: AIM, PCOLS-WEB
EMMA access: Yes

Selecting a Role

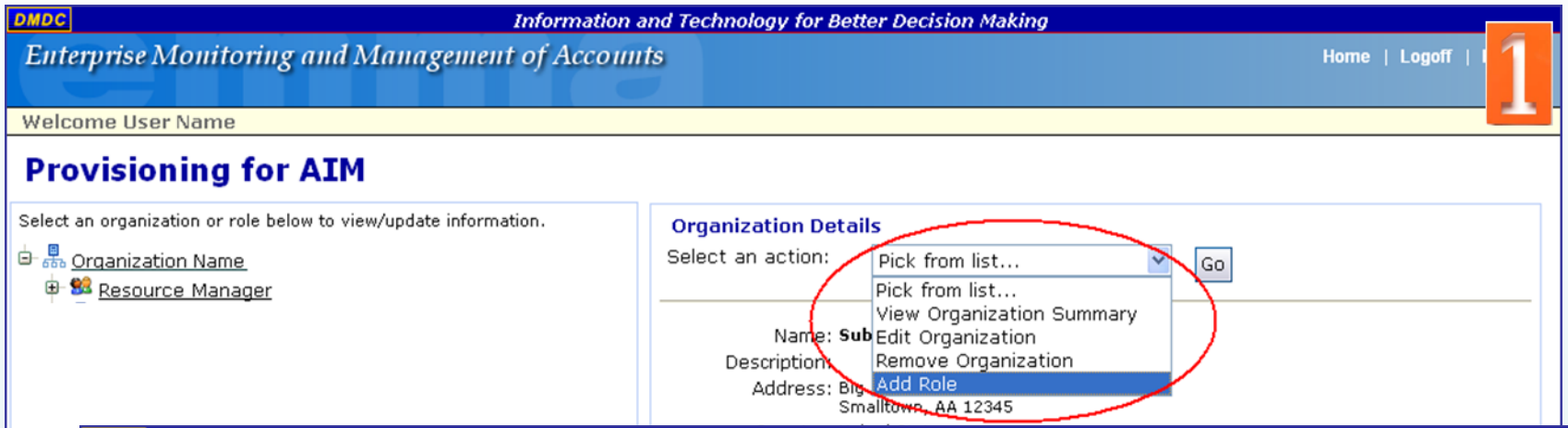
- Once you have logged onto EMMA, the “EMMA Home Page” displays, allowing you to choose your role

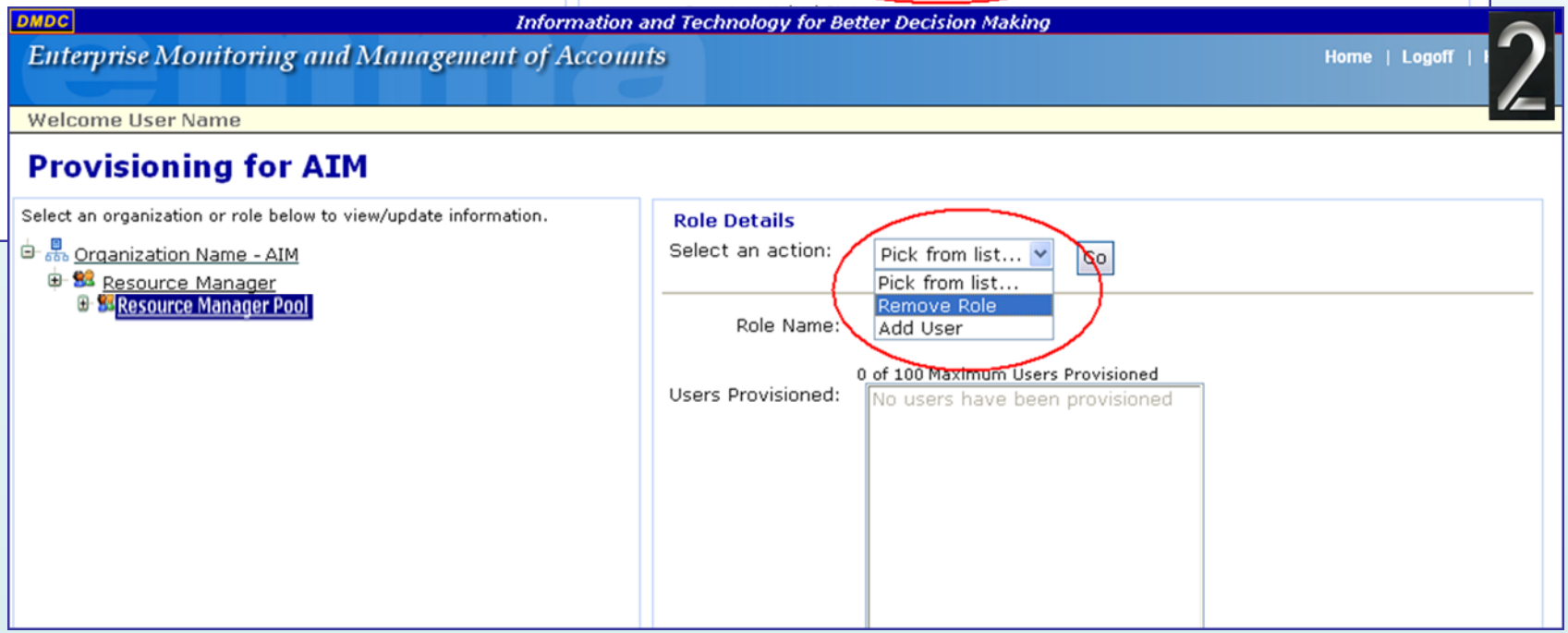

DMDC
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome User Name
EMMA Home Page
From this page, you can select under which product/organization/role you want to perform tasks. You can return to this page any time by clicking the Home link at the top of the page.
Select Role/Manage Surrogates
Choose a role and click Select Role to manage organizations and users. To add or remove your surrogate click Add Surrogate or Remove Surrogate. Click Resend Surrogate Token to resend a token to a nominated surrogate user. Note that the option to assign a surrogate user is not available for all roles.
Select
Product Suite
Organization
Role Name
Your Surrogate
PCOLS
Organization Name (300143)
Resource Manager
PCOLS
Organization Name (300123)
Resource Manager
PCOLS
Organization Name (300122)
Agency/Organization Program Coordinator
Select Role
Add Surrogate
Remove Surrogate
Resend Surrogate Token

Viewing an Organization



Adding or Removing a Role





Adding or Removing a User

DMDC — Information and Technology for Better Decision Making

Enterprise Monitoring and Management of Accounts

Home | Logoff | 1

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

- Organization Name - AIM
  - Resource Manager
    - Resource Manager Pool

Role Details

Select an action: Pick from list... | Go

Pick from list...
Remove Role
Add User

Role Name:

0 of 100 Maximum Users Provisioned

Users Provisioned: No users have been provisioned

Help

Add User

This page will allow your to provision for the "Resource Manager" role.

Required fields are indicated by a red star (*) next to the field name.

Person's Information

Enter the DoD ID number (EDI) of the person you are adding and click Search. Verify the user information to ensure this is the intended user.

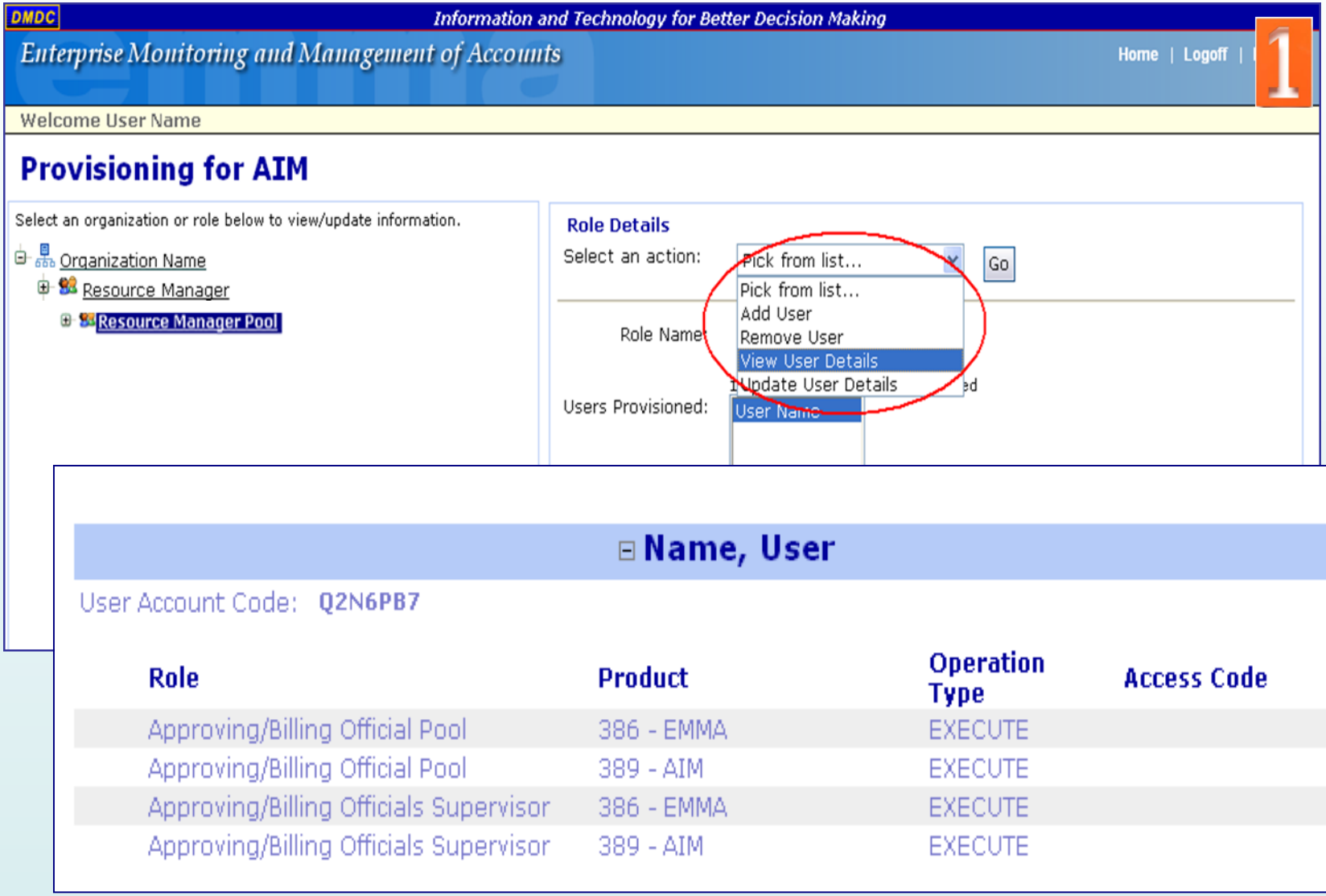
* Person ID [ ] Search

User's Information

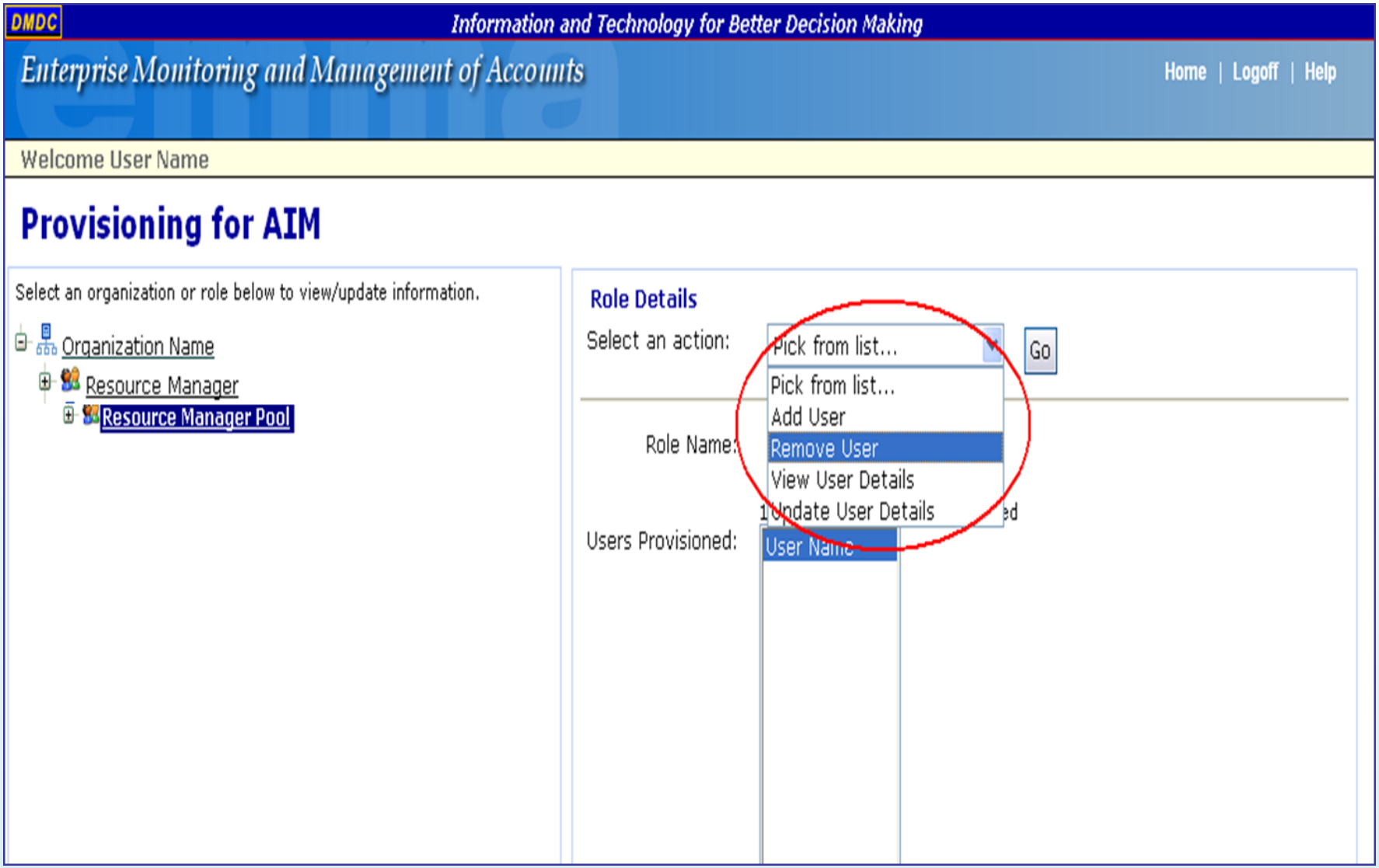
Name:
Birth Year:
Gender:
User Account Code:
Status:

Submit | Cancel

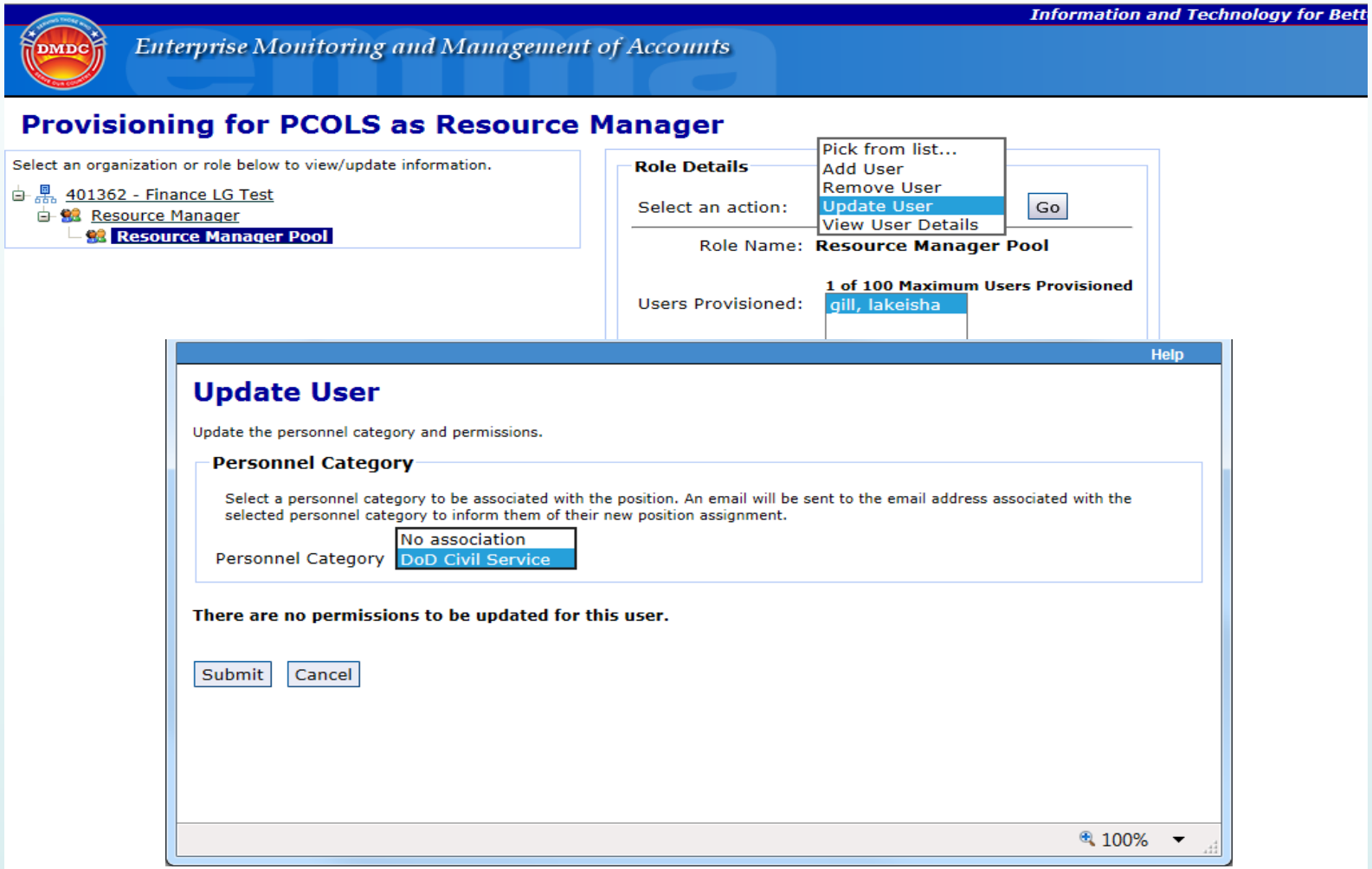
Viewing User Details



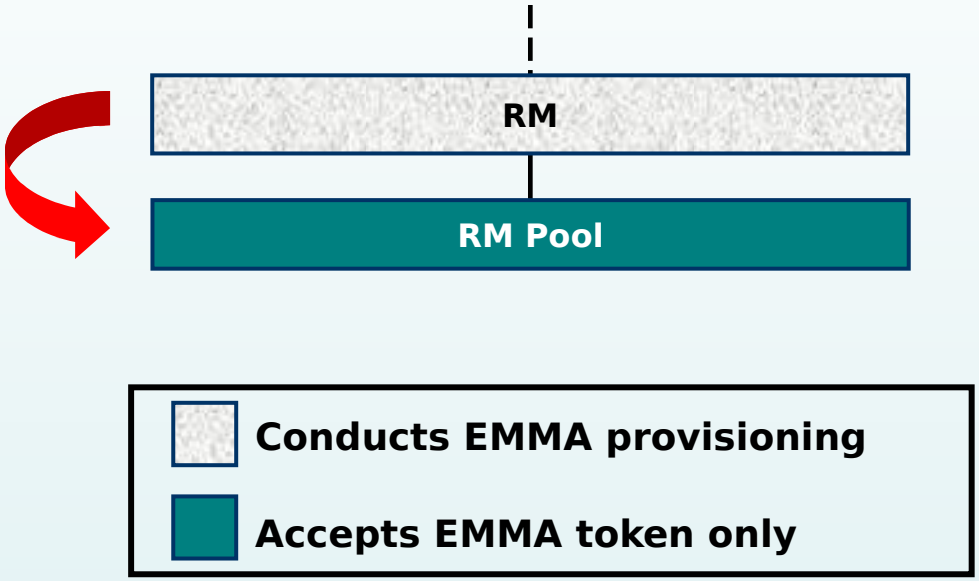
Removing a User



Update User


Information and Technology for Bett
Enterprise Monitoring and Management of Accounts
Provisioning for PCOLS as Resource Manager
Select an organization or role below to view/update information.
401362 - Finance LG Test
Resource Manager
Resource Manager Pool
Role Details
Pick from list...
Add User
Remove User
Update User
View User Details
Select an action:
Go
Role Name: Resource Manager Pool
1 of 100 Maximum Users Provisioned
Users Provisioned:
gill, lakeisha
Help
Update User
Update the personnel category and permissions.
Personnel Category
Select a personnel category to be associated with the position. An email will be sent to the email address associated with the selected personnel category to inform them of their new position assignment.
Personnel Category
No association
DoD Civil Service
There are no permissions to be updated for this user.
Submit
Cancel
100%

Provisioning Flow



- During the initial creation of a hierarchy, the RM will provision the level below them, the RM Pool
  - Add an organization, then a role, then a user

Authorization, Issuance and Maintenance

Learning Objectives

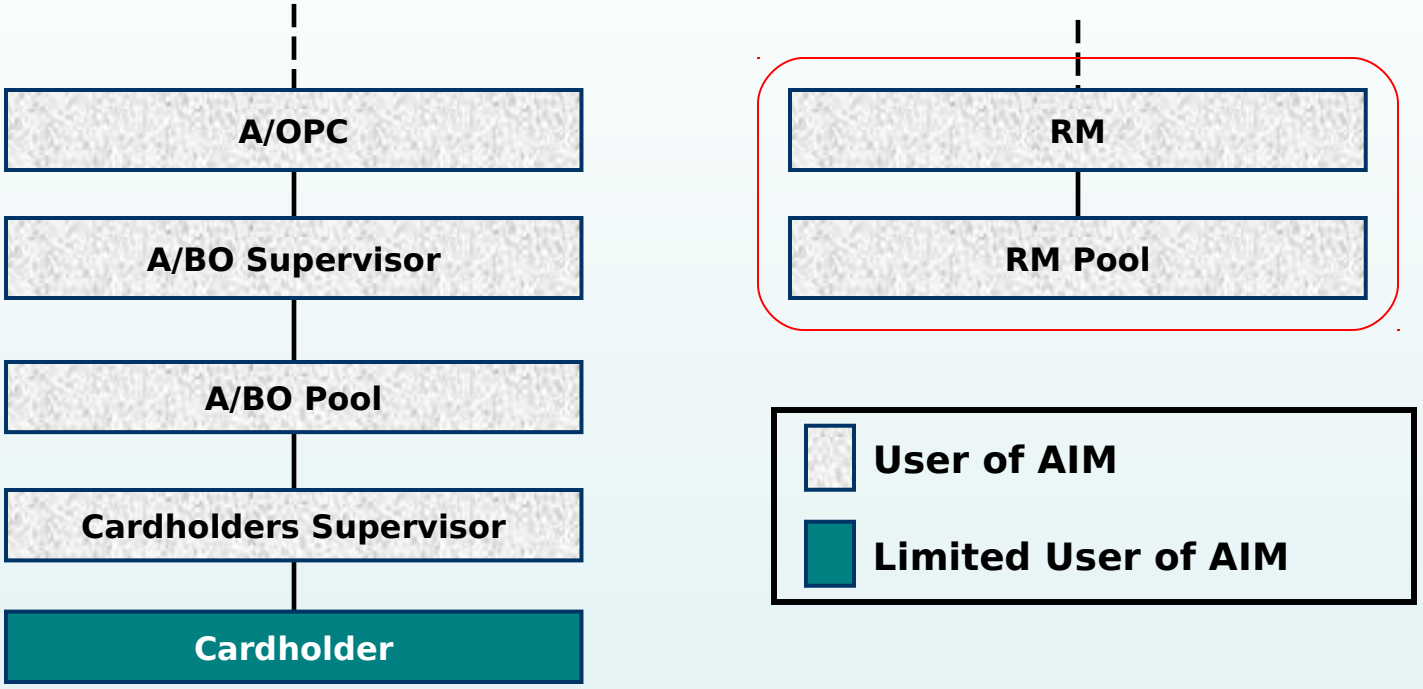
- AIM Background
- Roles and Responsibilities
- How to:
  - Log On
  - Check Your Task Inbox
  - Migrate an existing Managing Account
  - Issue a Managing Account
  - Maintain a Managing Account
  - Issue a Cardholder Account
  - Maintain a Cardholder Account

Detailed Overview

- A workflow tool used to perform various Purchase Card Program account issuance and maintenance functions such as:
  - Updating Purchase Limits
  - Changing Merchant Category Codes (MCCs)
  - Ensuring that ongoing training requirements are met
  - Ensuring that lines of accounting are current

- Draws from hierarchies recorded in EMMA to determine who has responsibility and permission to initiate and approve requests for Account issuance and maintenance
- A live interface with the bank systems allows Account requests to be sent electronically
- Daily feeds from the bank systems allows both systems to be up to date with the current Account information
- Does not replace any existing systems to review and approve card transactions

Users of AIM



- RM and RM Pool are interchangeable in AIM
- Cardholders access AIM only during the Cardholder Account establishment
  - They must use a token to log into the application

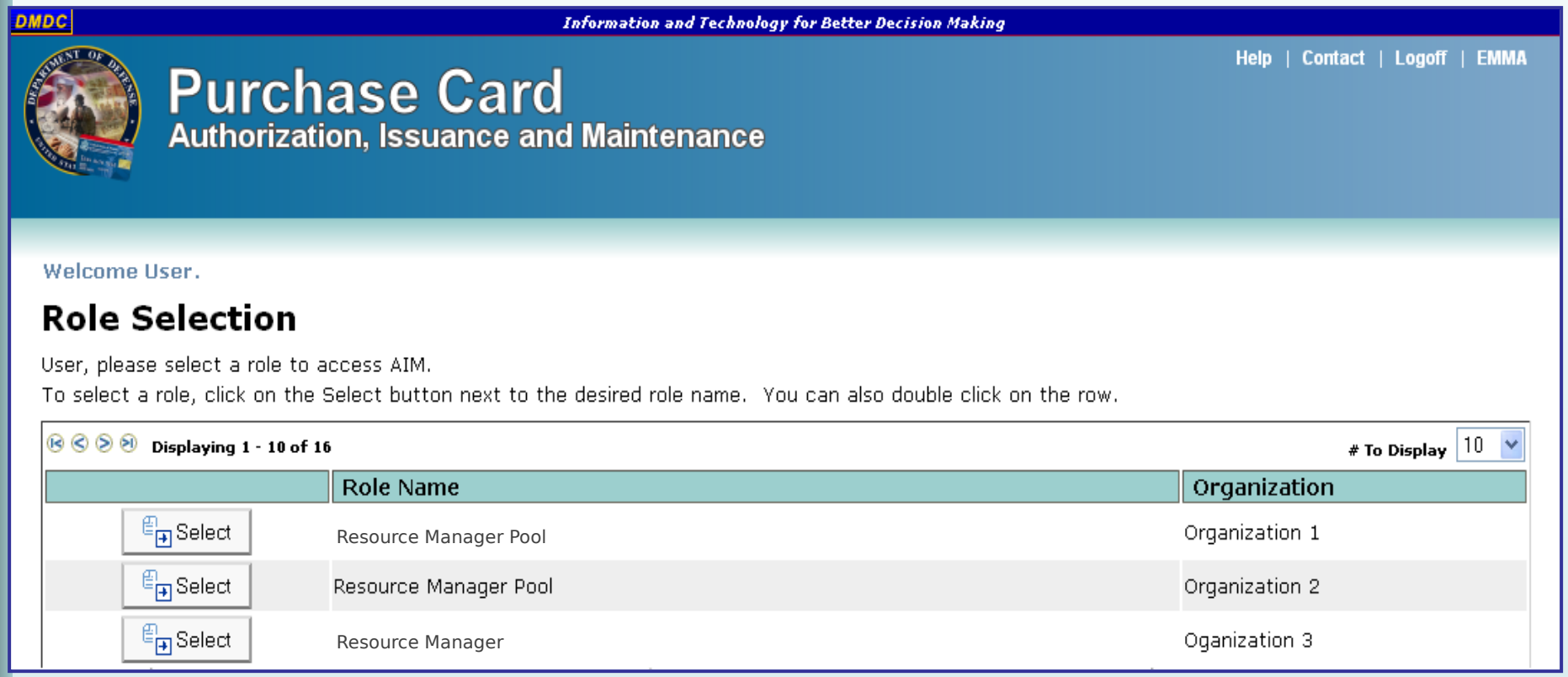
Roles and Responsibilities

- Accept Resource Manager nominations in the Managing Account issuance processes
- Assist in establishing and confirming funding limits and default/alternate lines of accounting (LOAs) for Managing and Cardholder Accounts
- Establish electronic data interchange (EDI) capabilities and determine the correct payment office
- Authorize reallocation of LOAs on Managing Accounts

Note – If a new Line of Accounting, specifically Default Account Code information, is going to be used for a Managing Account being created in AIM, the Resource Manager must first add that new information to the list of available LOA's at the <u>BANK</u> prior to the A/OPC submitting the account request from AIM to the bank. If they need assistance on how to do this, please have them contact US BANK help desk at 1-800-254-9885.

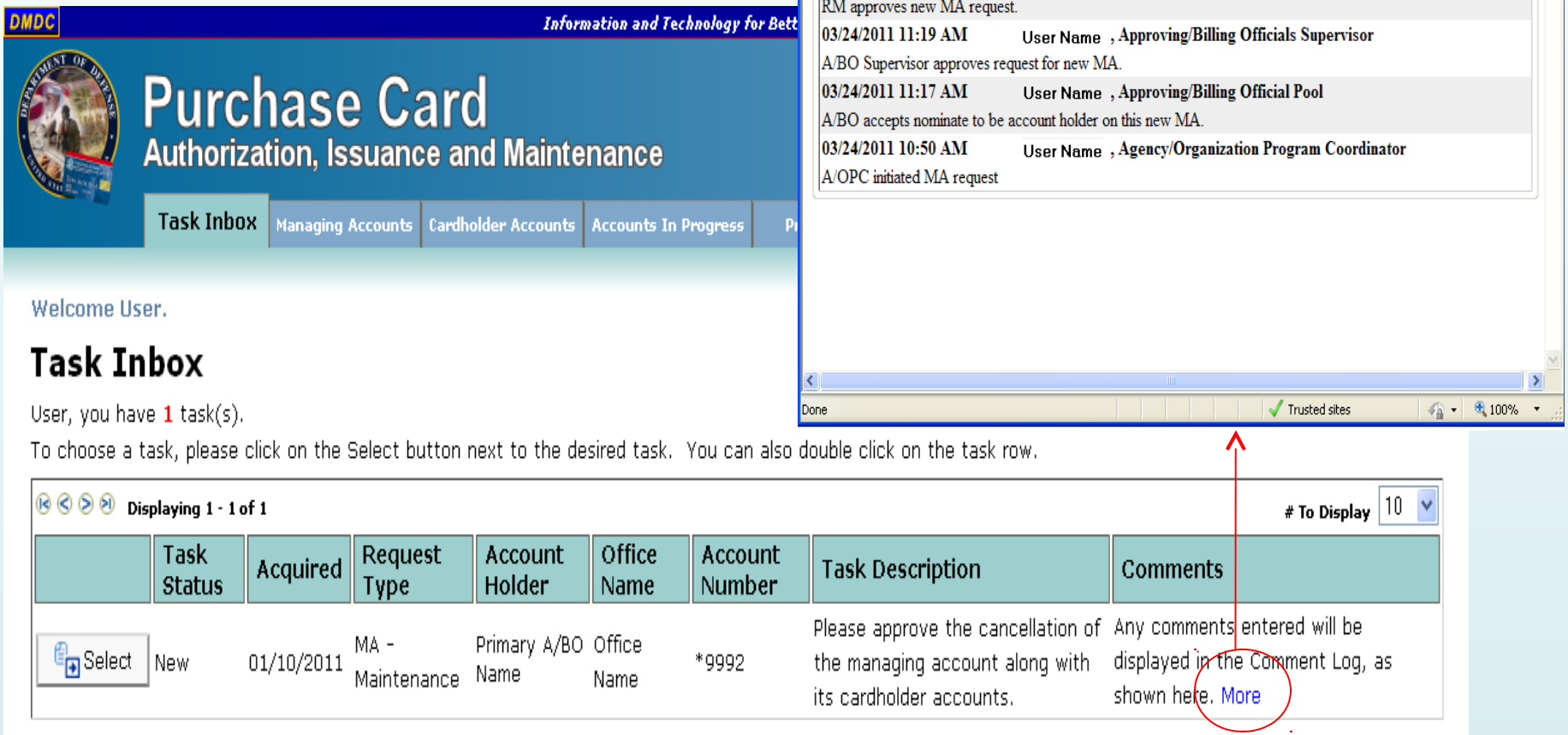
Selecting a Role

- If you hold multiple roles or are in multiple organizations, select the role that you would like to act upon for this session

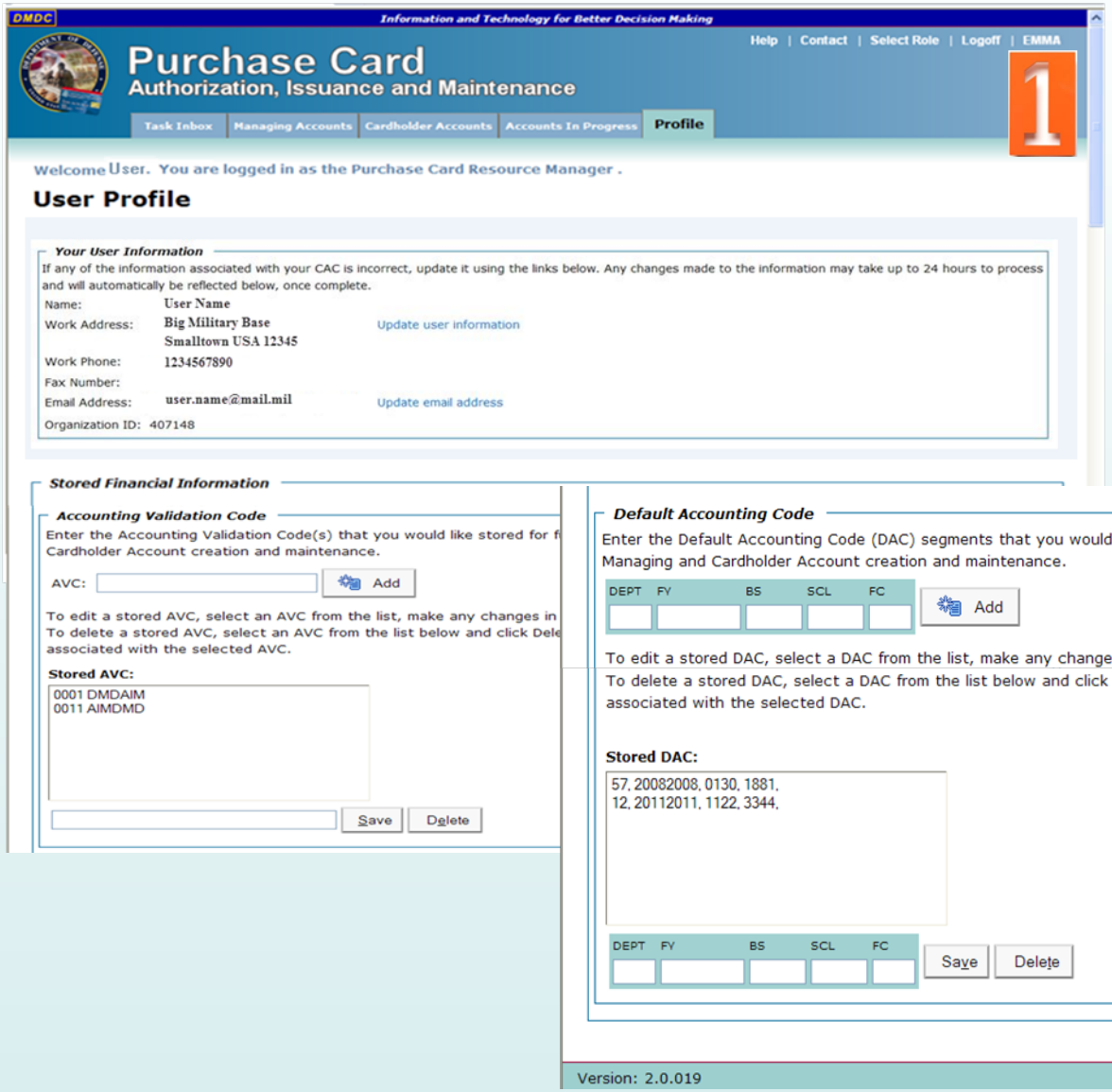


Checking your Task Inbox

- Tasks for both Managing and Cardholder Accounts will be seen in the Task Inbox


Comment Log - Microsoft Internet Explorer provided by DLIS
Comment Log
03/24/2011 11:23 AM User Name , Resource Manager
RM approves new MA request.
03/24/2011 11:19 AM User Name , Approving/Billing Officials Supervisor
A/BO Supervisor approves request for new MA.
03/24/2011 11:17 AM User Name , Approving/Billing Official Pool
A/BO accepts nominate to be account holder on this new MA.
03/24/2011 10:50 AM User Name , Agency/Organization Program Coordinator
A/OPC initiated MA request
Done
Trusted sites
100%
DMDC
Information and Technology for Bett
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Welcome User.
Task Inbox
User, you have 1 task(s).
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.
Displaying 1 - 1 of 1
To Display 10
Task Status
Acquired
Request Type
Account Holder
Office Name
Account Number
Task Description
Comments
Select
New
01/10/2011
MA - Maintenance
Primary A/BO Name
Office Name
*9992
Please approve the cancellation of the managing account along with its cardholder accounts.
Any comments entered will be displayed in the Comment Log, as shown here. More

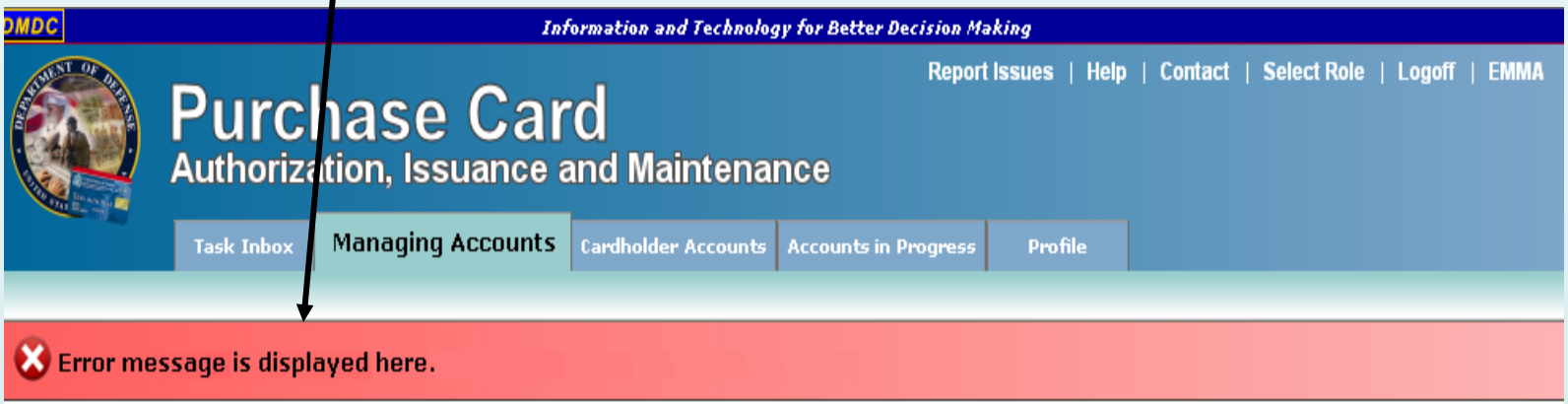
RM Pool Profile


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
1
Welcome User. You are logged in as the Purchase Card Resource Manager .
User Profile
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: User Name
Work Address: Big Military Base
Smalltown USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address: user.name@mail.mil
Update email address
Organization ID: 407148
Stored Financial Information
Accounting Validation Code
Enter the Accounting Validation Code(s) that you would like stored for f
Cardholder Account creation and maintenance.
AVC:
Add
To edit a stored AVC, select an AVC from the list, make any changes in
To delete a stored AVC, select an AVC from the list below and click Dele
associated with the selected AVC.
Stored AVC:
0001 DMDAIM
0011 AIMDMD
Save
Delete
Default Accounting Code
Enter the Default Accounting Code (DAC) segments that you would like stored for future use. Clicking Add will store DACs for use during
Managing and Cardholder Account creation and maintenance.
DEPT FY BS SCL FC
Add
2
To edit a stored DAC, select a DAC from the list, make any changes in the text box below, and click Save.
To delete a stored DAC, select a DAC from the list below and click Delete. Deleting a DAC will not affect any accounts that have been associated with the selected DAC.
Stored DAC:
57, 20082008, 0130, 1881,
12, 20112011, 1122, 3344,
DEPT FY BS SCL FC
Save
Delete
Version: 2.0.019
USB: PROD

Success / Error Messages

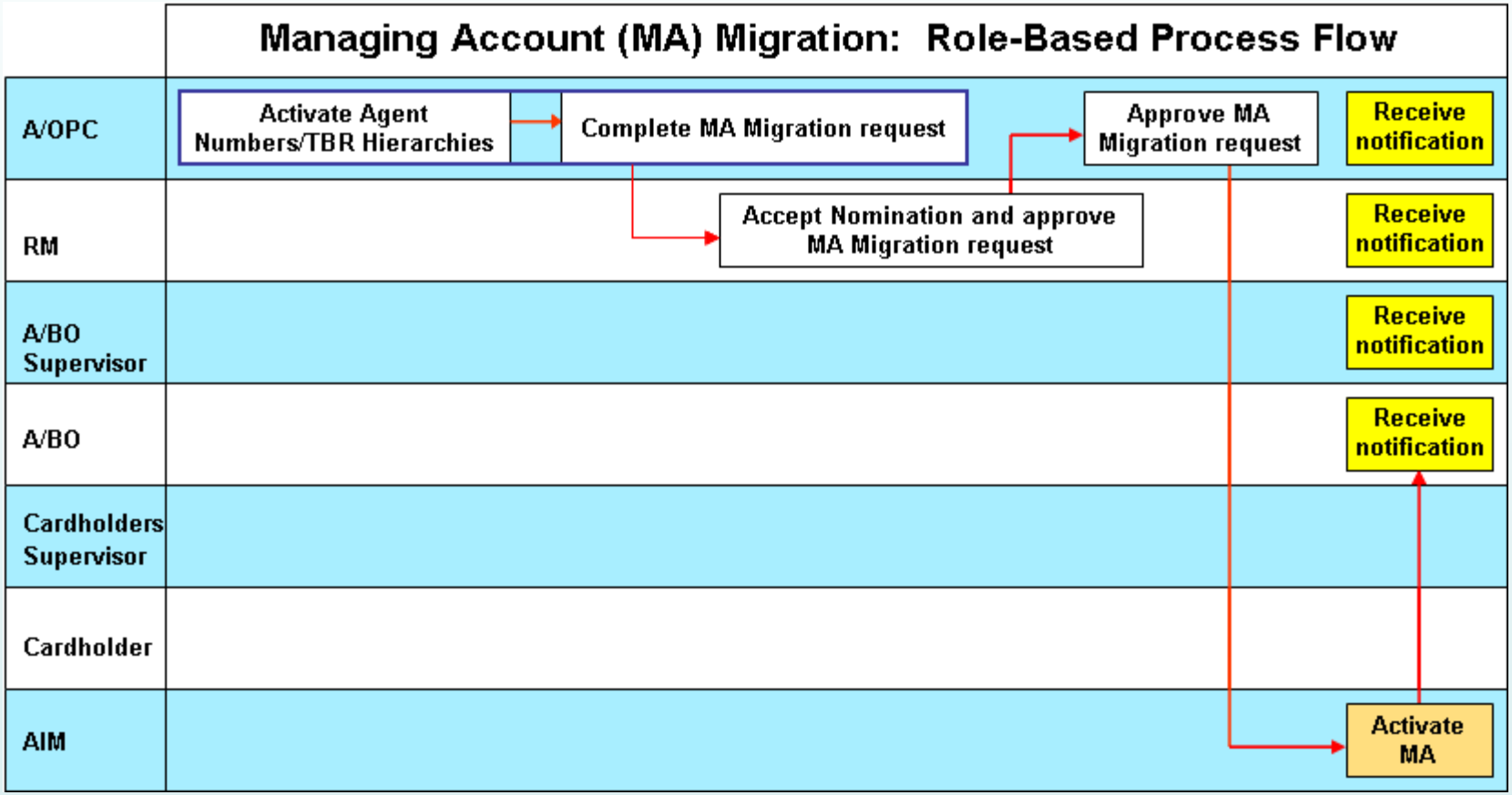
- Green Bar indicates the action was successful

- Red Bar indicates the action failed



Account Migration

Managing Account Migration



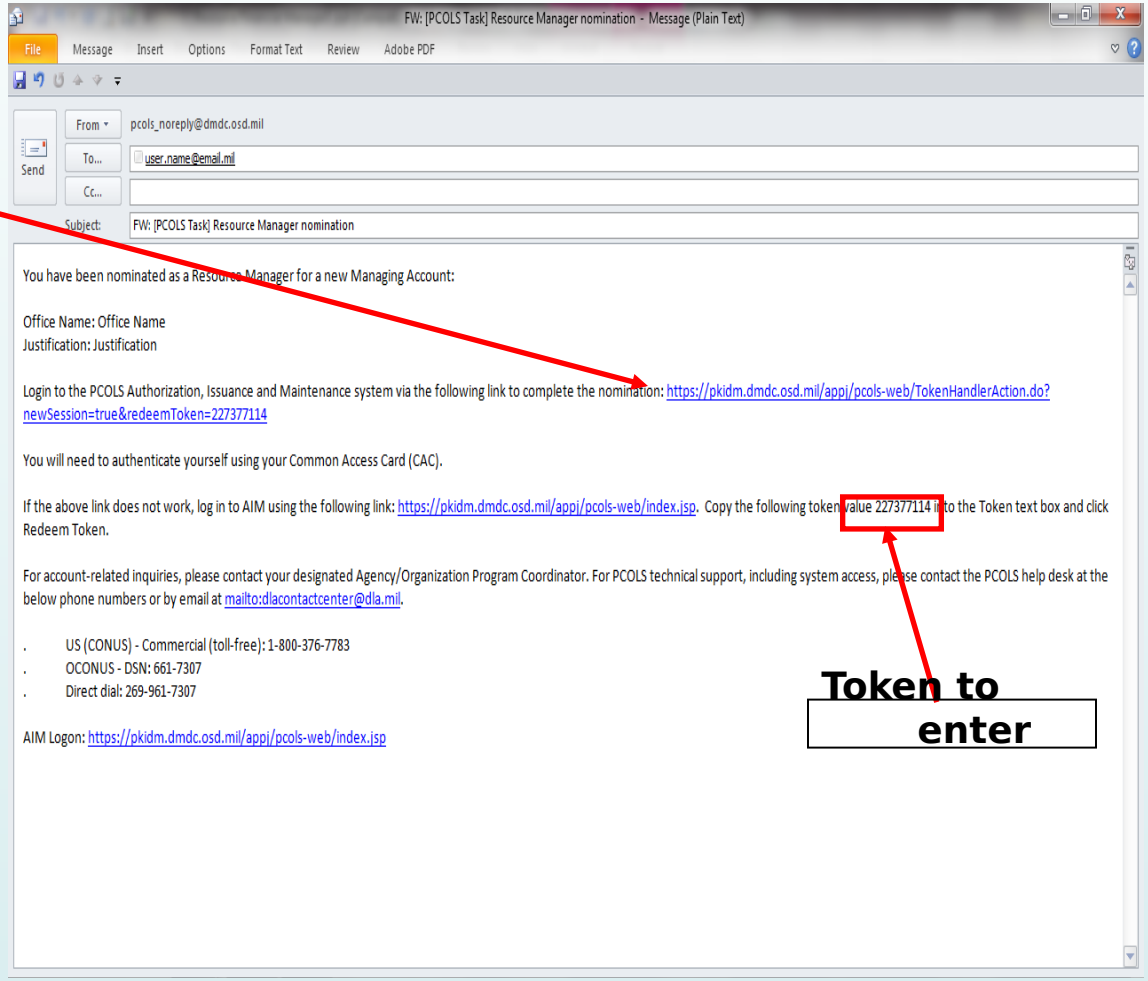
Managing Account Migration (cont'd)

- Tokens can be redeemed two ways

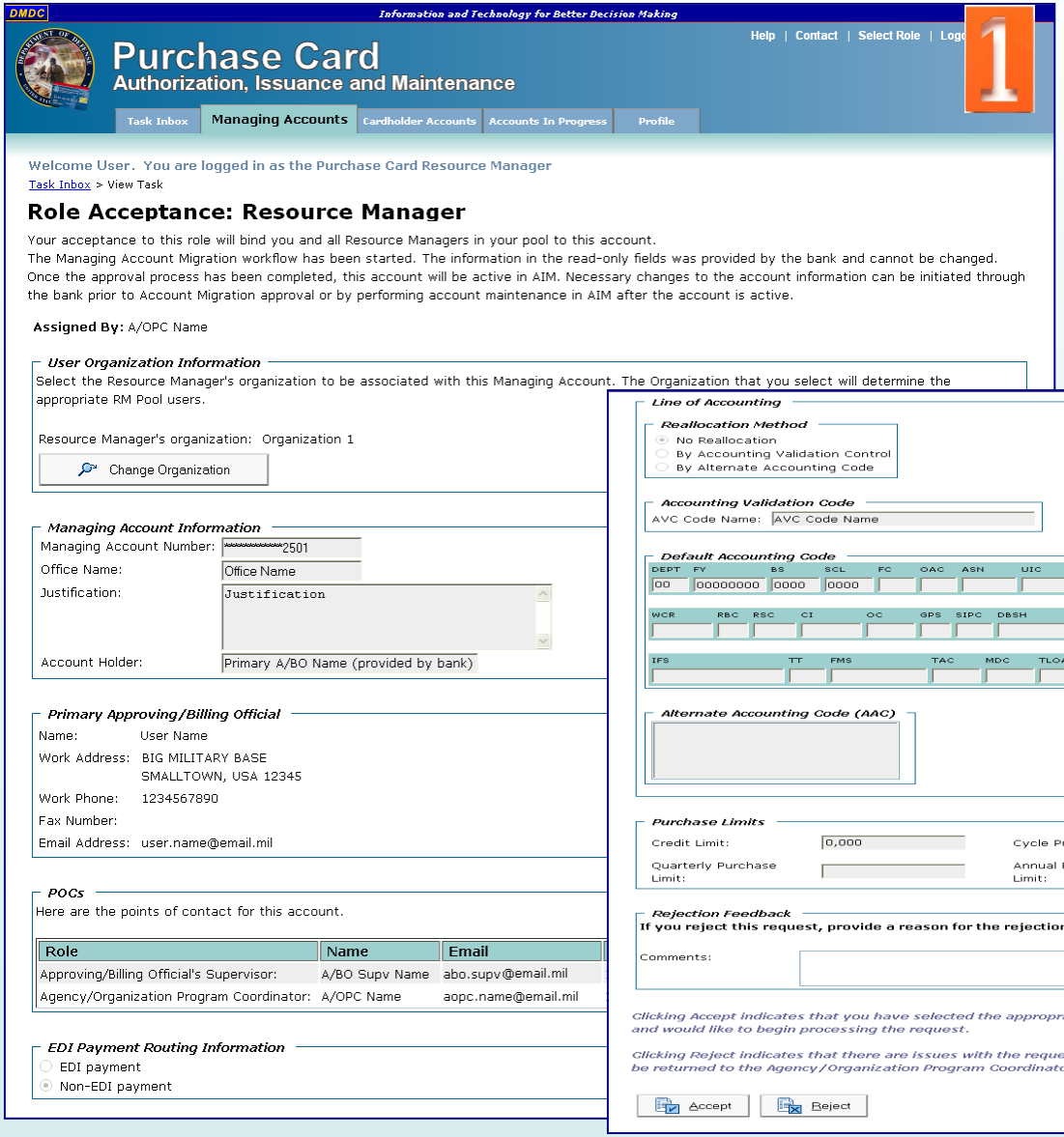
1. Click on the first URL in the email

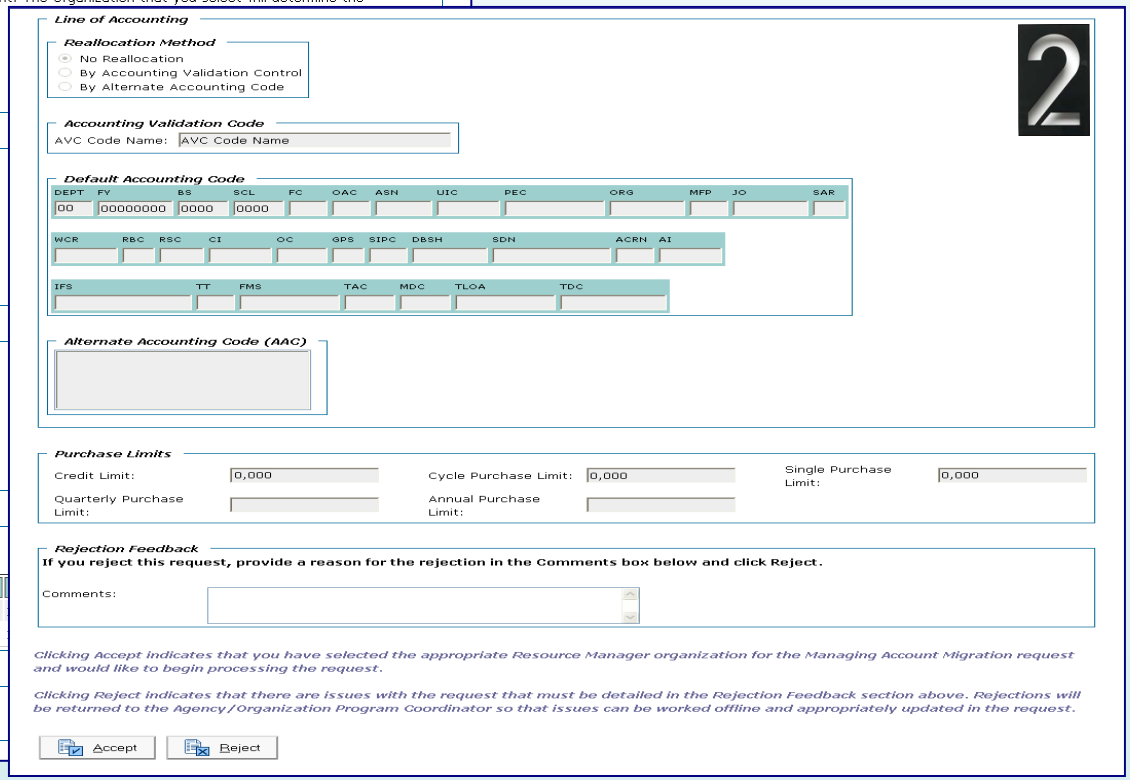
OR

2. Enter provided token on login page


FW: [PCOLS Task] Resource Manager nomination - Message (Plain Text)
File
Message
Insert
Options
Format Text
Review
Adobe PDF
Send
From
pcols_noreply@dmdc.osd.mil
To...
user.name@email.mil
Cc...
Subject:
FW: [PCOLS Task] Resource Manager nomination
You have been nominated as a Resource Manager for a new Managing Account:
Office Name: Office Name
Justification: Justification
Login to the PCOLS Authorization, Issuance and Maintenance system via the following link to complete the nomination: https://pkidm.dmdc.osd.mil/appj/pcols-web/TokenHandlerAction.do?newSession=true&redeemToken=227377114
You will need to authenticate yourself using your Common Access Card (CAC).
If the above link does not work, log in to AIM using the following link: https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp. Copy the following token value 227377114 into the Token text box and click Redeem Token.
For account-related inquiries, please contact your designated Agency/Organization Program Coordinator. For PCOLS technical support, including system access, please contact the PCOLS help desk at the below phone numbers or by email at mailto:dlacontactcenter@dla.mil.
. US (CONUS) - Commercial (toll-free): 1-800-376-7783
. OCONUS - DSN: 661-7307
. Direct dial: 269-961-7307
AIM Logon: https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp
Token to enter

Managing Account Migration (cont'd)

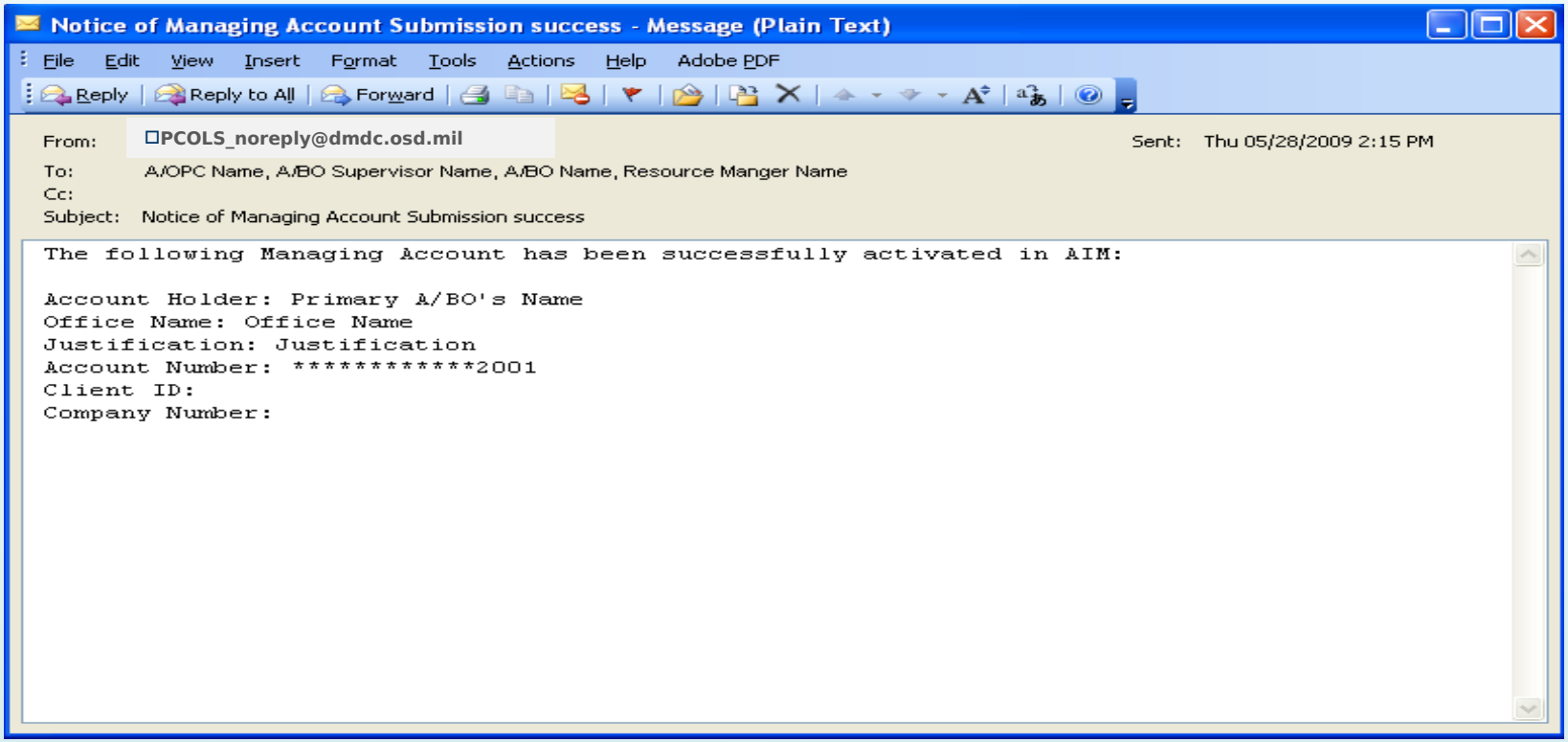

DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Log
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
1
Welcome User. You are logged in as the Purchase Card Resource Manager
Task Inbox > View Task
Role Acceptance: Resource Manager
Your acceptance to this role will bind you and all Resource Managers in your pool to this account.
The Managing Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed.
Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.
Assigned By: A/OPC Name
User Organization Information
Select the Resource Manager's organization to be associated with this Managing Account. The Organization that you select will determine the appropriate RM Pool users.
Resource Manager's organization: Organization 1
Change Organization
Managing Account Information
Managing Account Number: **********2501
Office Name: Office Name
Justification: Justification
Account Holder: Primary A/BO Name (provided by bank)
Primary Approving/Billing Official
Name: User Name
Work Address: BIG MILITARY BASE
SMALLTOWN, USA 12345
Work Phone: 1234567890
Fax Number:
Email Address: user.name@email.mil
POCs
Here are the points of contact for this account.
Role | Name | Email
Approving/Billing Official's Supervisor: | A/BO Supv Name | abo.supv@email.mil
Agency/Organization Program Coordinator: | A/OPC Name | aopc.name@email.mil
EDI Payment Routing Information
EDI payment
Non-EDI payment


Line of Accounting
2
Reallocation Method
No Reallocation
By Accounting Validation Control
By Alternate Accounting Code
Accounting Validation Code
AVC Code Name: AVC Code Name
Default Accounting Code
DEPT FY BS SCL FC OAC ASN UIC PEC ORG MFP JO SAR
00 00000000 0000 0000
WCR RBC RSC CI OC GPS SIPC DBSH SDN ACRN AI
IFS TT FMS TAC MDC TLOA TDC
Alternate Accounting Code (AAC)
Purchase Limits
Credit Limit: 0,000
Cycle Purchase Limit: 0,000
Single Purchase Limit: 0,000
Quarterly Purchase Limit:
Annual Purchase Limit:
Rejection Feedback
If you reject this request, provide a reason for the rejection in the Comments box below and click Reject.
Comments:
Clicking Accept indicates that you have selected the appropriate Resource Manager organization for the Managing Account Migration request and would like to begin processing the request.
Clicking Reject indicates that there are issues with the request that must be detailed in the Rejection Feedback section above. Rejections will be returned to the Agency/Organization Program Coordinator so that issues can be worked offline and appropriately updated in the request.
Accept
Reject

Managing Account Migration *(cont'd)*

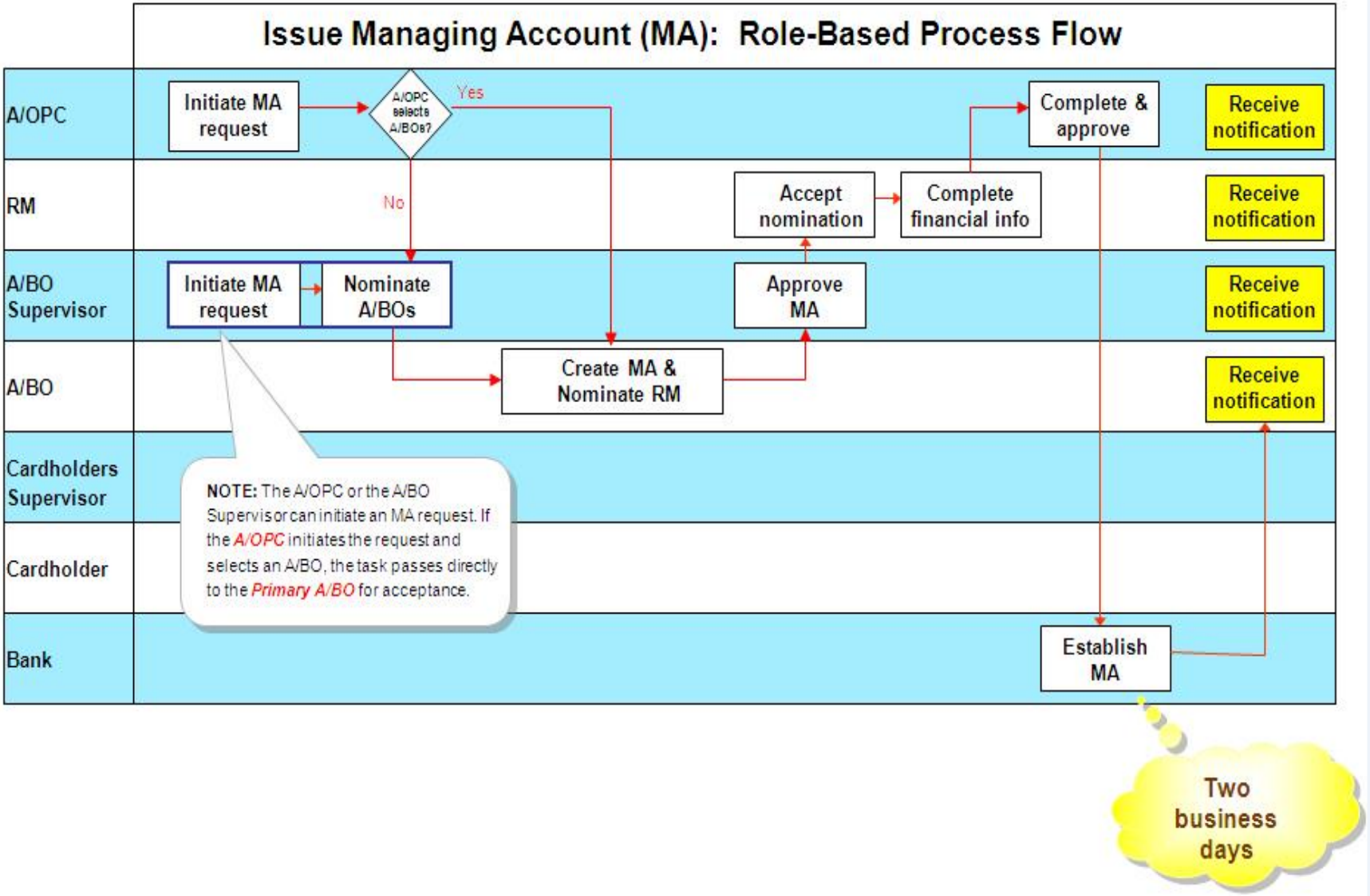
e. Managing Account status is changed to Active in AIM

- Once the account status is changed to Active, workflows for the Cardholder Accounts associated with the activated Managing Account will automatically be initiated
- Managing Account Migration was successful!


Notice of Managing Account Submission success - Message (Plain Text)
File Edit View Insert Format Tools Actions Help Adobe PDF
Reply Reply to All Forward
From: PCOLS_noreply@dmdc.osd.mil
Sent: Thu 05/28/2009 2:15 PM
To: A/OPC Name, A/BO Supervisor Name, A/BO Name, Resource Manger Name
Cc:
Subject: Notice of Managing Account Submission success
The following Managing Account has been successfully activated in AIM:
Account Holder: Primary A/BO's Name
Office Name: Office Name
Justification: Justification
Account Number: ************2001
Client ID:
Company Number:

Managing Accounts

Issuing a Managing Account



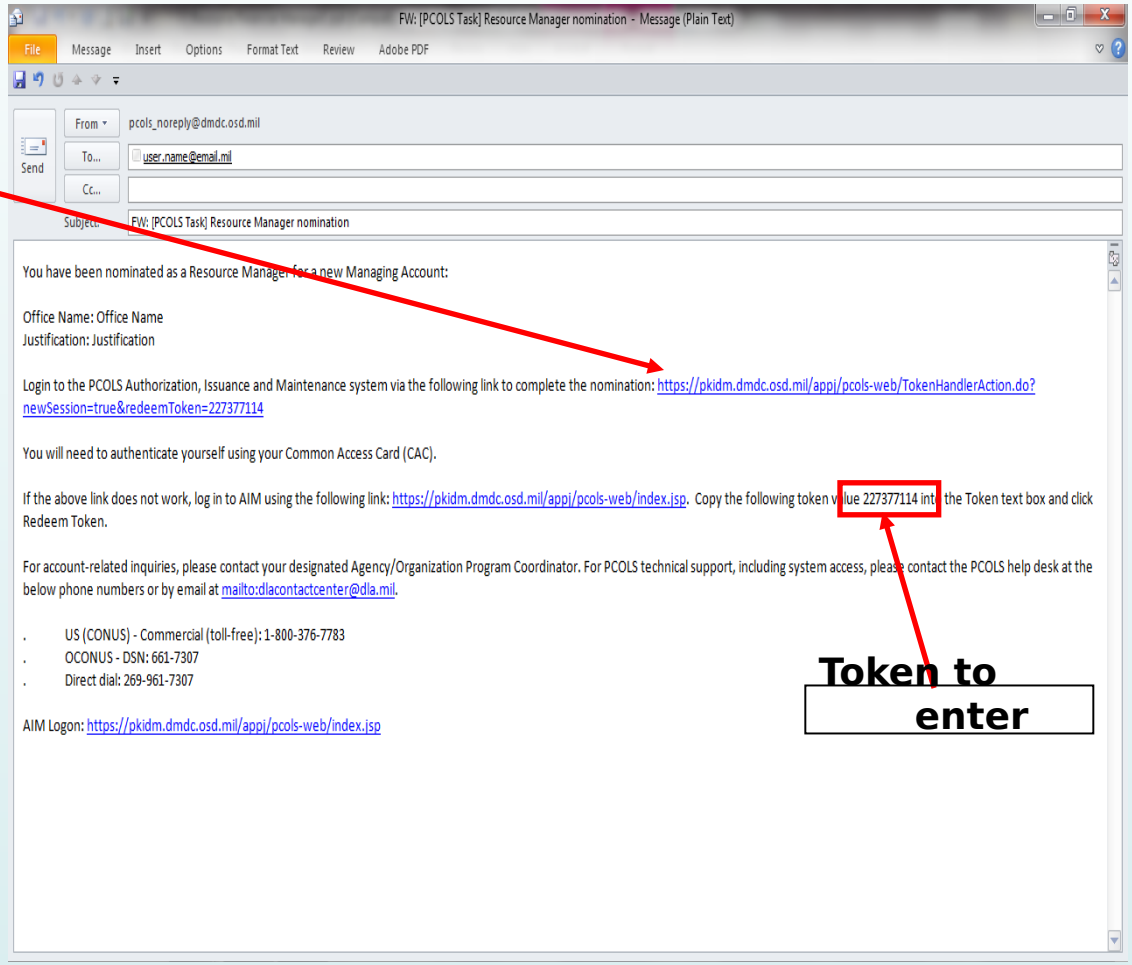
Issuing a Managing Account *(cont'd)*

- Tokens can be redeemed two ways

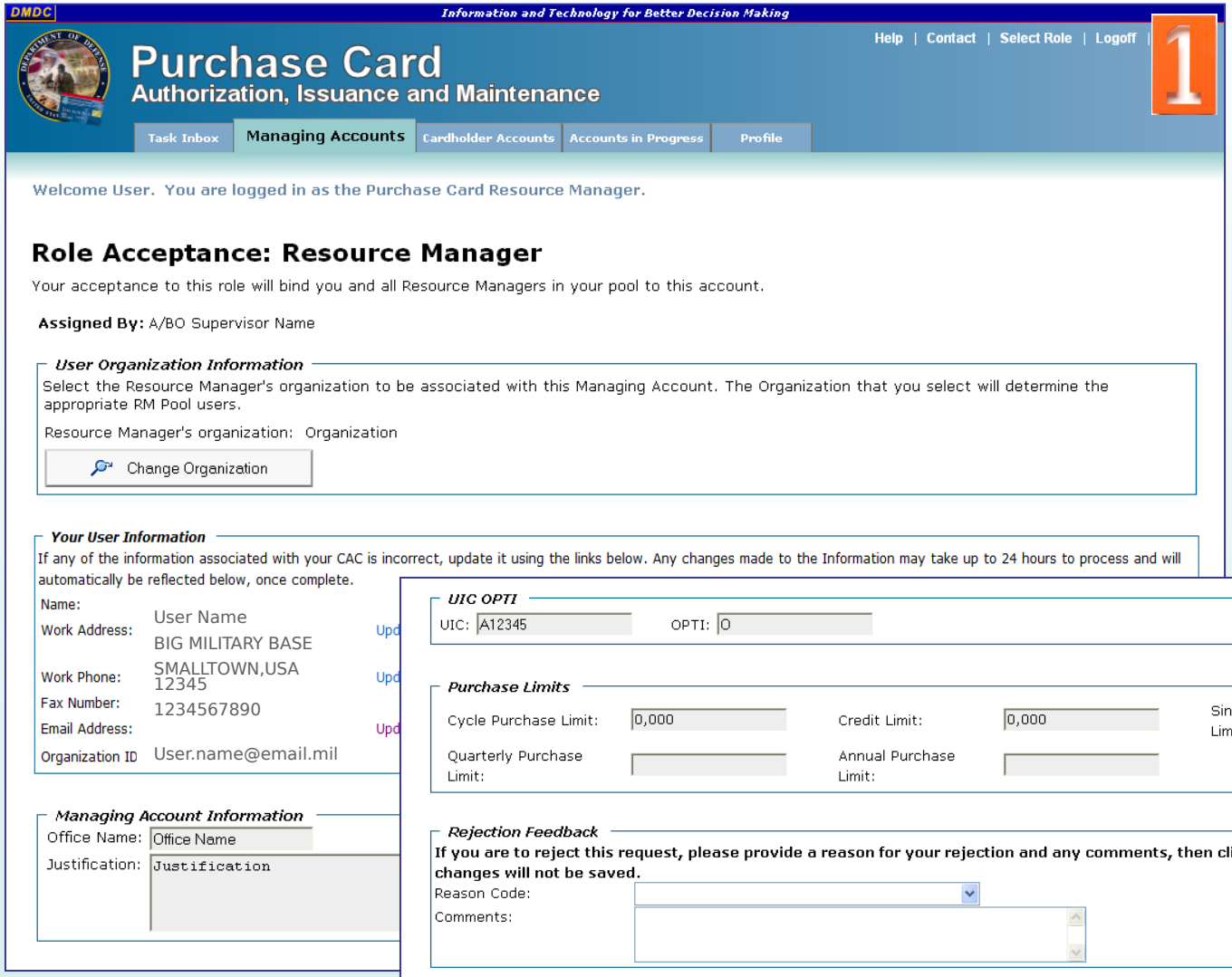
1. Click on the first URL in the email

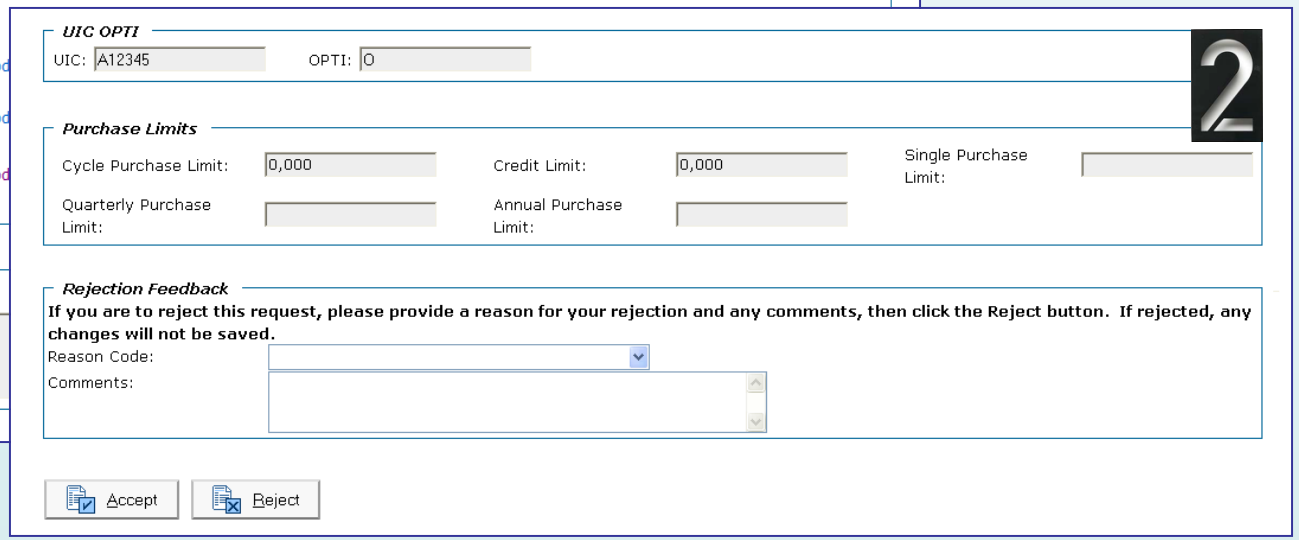
OR

2. Enter provided token on login page

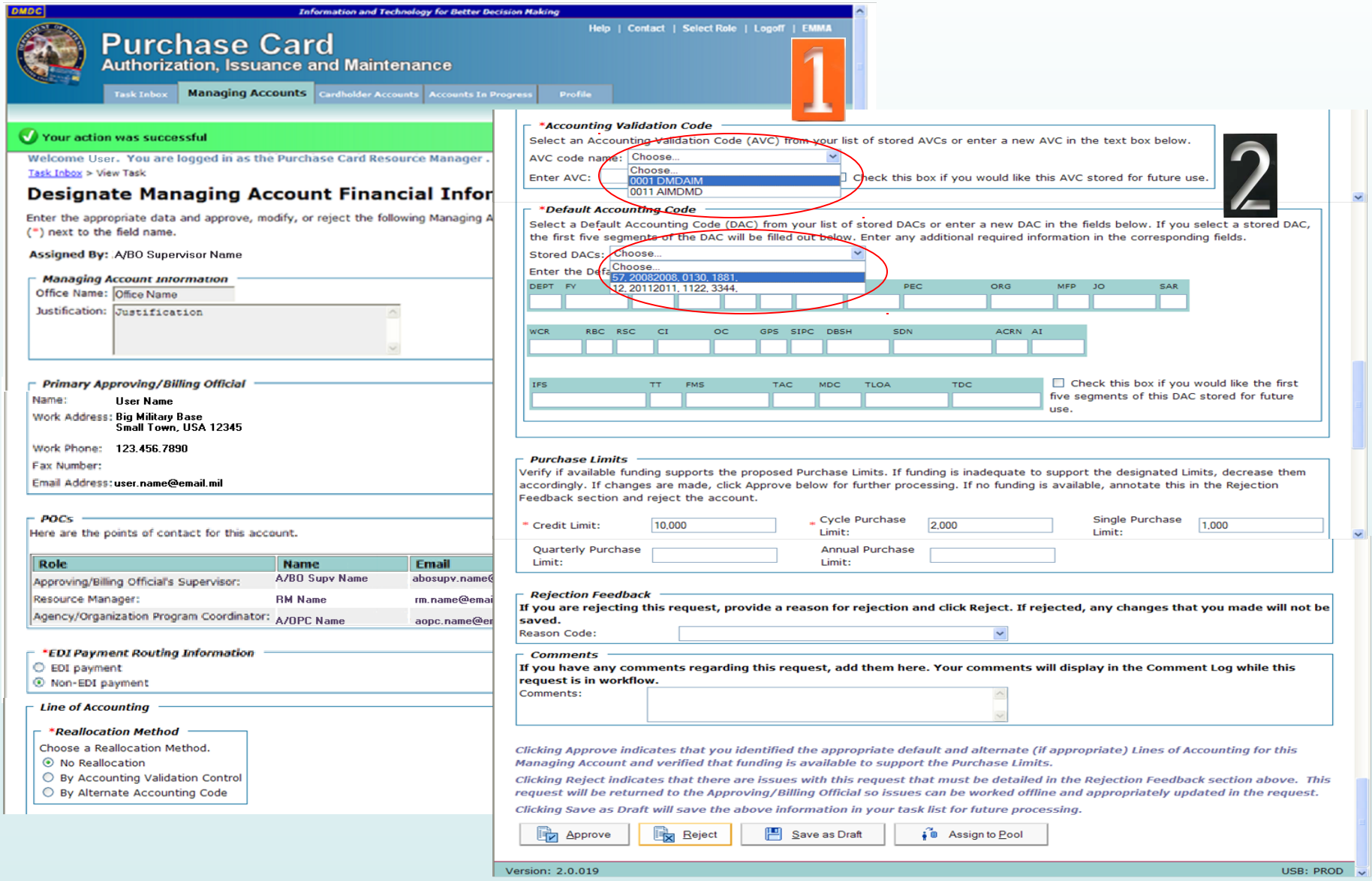

FW: [PCOLS Task] Resource Manager nomination - Message (Plain Text)
File
Message
Insert
Options
Format Text
Review
Adobe PDF
Send
From
pcols_noreply@dmdc.osd.mil
To...
user.name@email.mil
Cc...
Subject:
FW: [PCOLS Task] Resource Manager nomination
You have been nominated as a Resource Manager for a new Managing Account:
Office Name: Office Name
Justification: Justification
Login to the PCOLS Authorization, Issuance and Maintenance system via the following link to complete the nomination: https://pkidm.dmdc.osd.mil/appj/pcols-web/TokenHandlerAction.do?newSession=true&redeemToken=227377114
You will need to authenticate yourself using your Common Access Card (CAC).
If the above link does not work, log in to AIM using the following link: https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp. Copy the following token value 227377114 into the Token text box and click Redeem Token.
For account-related inquiries, please contact your designated Agency/Organization Program Coordinator. For PCOLS technical support, including system access, please contact the PCOLS help desk at the below phone numbers or by email at mailto:dlacontactcenter@dla.mil.
US (CONUS) - Commercial (toll-free): 1-800-376-7783
OCONUS - DSN: 661-7307
Direct dial: 269-961-7307
AIM Logon: https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp
Token to enter

Issuing a Managing Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff |
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
1
Welcome User. You are logged in as the Purchase Card Resource Manager.
Role Acceptance: Resource Manager
Your acceptance to this role will bind you and all Resource Managers in your pool to this account.
Assigned By: A/BO Supervisor Name
User Organization Information
Select the Resource Manager's organization to be associated with this Managing Account. The Organization that you select will determine the appropriate RM Pool users.
Resource Manager's organization: Organization
Change Organization
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the Information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: User Name
Work Address: BIG MILITARY BASE
Work Phone: SMALLTOWN,USA 12345
Fax Number: 1234567890
Email Address: User.name@email.mil
Organization ID
Managing Account Information
Office Name: Office Name
Justification: Justification



Issuing a Managing Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
1
Your action was successful
Welcome User. You are logged in as the Purchase Card Resource Manager .
Task Inbox > View Task
Designate Managing Account Financial Infor
Enter the appropriate data and approve, modify, or reject the following Managing A
(*) next to the field name.
Assigned By: A/BO Supervisor Name
Managing Account Information
Office Name: Office Name
Justification: Justification
Primary Approving/Billing Official
Name: User Name
Work Address: Big Military Base
Small Town, USA 12345
Work Phone: 123.456.7890
Fax Number:
Email Address: user.name@email.mil
POCs
Here are the points of contact for this account.
Role
Name
Email
Approving/Billing Official's Supervisor:
A/BO Supv Name
Resource Manager:
RM Name
Agency/Organization Program Coordinator:
A/OPC Name
*EDI Payment Routing Information
EDI payment
Non-EDI payment
Line of Accounting
*Reallocation Method
Choose a Reallocation Method.
No Reallocation
By Accounting Validation Control
By Alternate Accounting Code
*Accounting Validation Code
Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.
AVC code name: Choose...
Choose...
0001 DMDAIM
0011 AIMDMD
Enter AVC:
Check this box if you would like this AVC stored for future use.
2
*Default Accounting Code
Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. Enter any additional required information in the corresponding fields.
Stored DACs: Choose...
Choose...
57, 20082008, 0130, 1881,
12, 20112011, 1122, 3344,
DEPT FY PEC ORG MFP JO SAR
WCR RBC RSC CI OC GPS SIPC DBSH SDN ACRN AI
IFS TT FMS TAC MDC TLOA TDC
Check this box if you would like the first five segments of this DAC stored for future use.
Purchase Limits
Verify if available funding supports the proposed Purchase Limits. If funding is inadequate to support the designated Limits, decrease them accordingly. If changes are made, click Approve below for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account.
* Credit Limit: 10,000
* Cycle Purchase Limit: 2,000
Single Purchase Limit: 1,000
Quarterly Purchase Limit:
Annual Purchase Limit:
Rejection Feedback
If you are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will not be saved.
Reason Code:
Comments
If you have any comments regarding this request, add them here. Your comments will display in the Comment Log while this request is in workflow.
Comments:
Clicking Approve indicates that you identified the appropriate default and alternate (if appropriate) Lines of Accounting for this Managing Account and verified that funding is available to support the Purchase Limits.
Clicking Reject indicates that there are issues with this request that must be detailed in the Rejection Feedback section above. This request will be returned to the Approving/Billing Official so issues can be worked offline and appropriately updated in the request.
Clicking Save as Draft will save the above information in your task list for future processing.
Approve
Reject
Save as Draft
Assign to Pool
Version: 2.0.019
USB: PROD

Issuing a Managing Account *(cont'd)*

f. A/OPC approves MA request

- Selects TBR hierarchy
- Certifies the A/BOs have completed their training and enters the date of completion
- Certifies the Required Delegations and Appointments letter was issued and enters date for review
- Reviews Office Name, Justification, Purchase Limits, Organization Name, UIC*, and OPTI* and updates, if necessary
- When complete, the request is sent to the bank

*** Navy users only**

Issuing a Managing Account (cont'd)

g. AIM sends MA request to bank

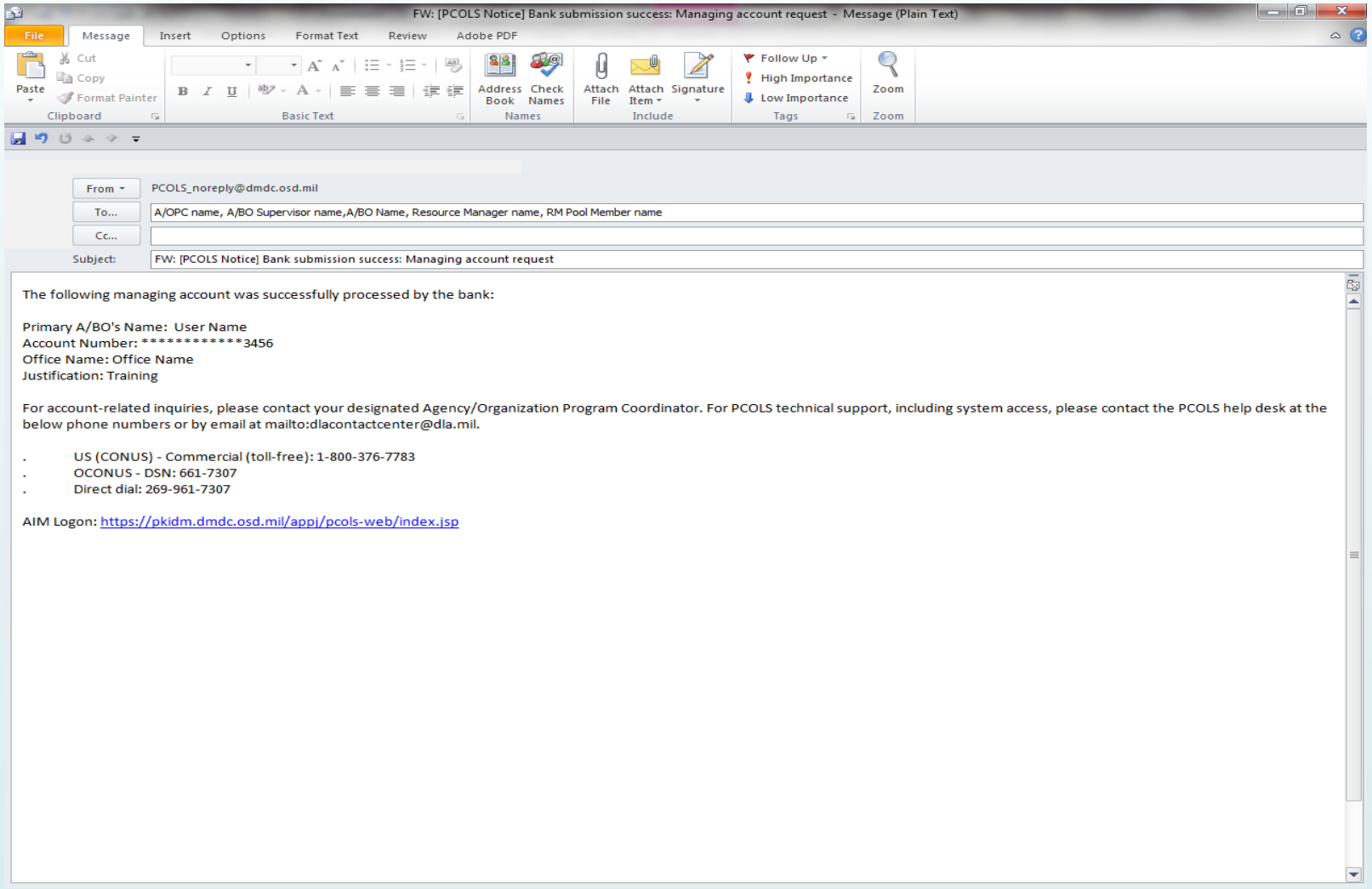
- If the bank rejects the request, it goes to the appropriate user for revision
  - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
  - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*

h. After two business days, AIM generates email notification to all roles involved in issuance that the MA is active based on bank confirmation

Note – If a new Line of Accounting, specifically Default Account Code information, is going to be used for a Managing Account being created in AIM, the Resource Manager must first add that new information to the list of available LOA's at the BANK prior to the A/OPC submitting the account request from AIM to the bank. If they need assistance on how to do this, please have them contact US BANK help desk at 1-800-254-9885

Issuing a Managing Account (cont'd)

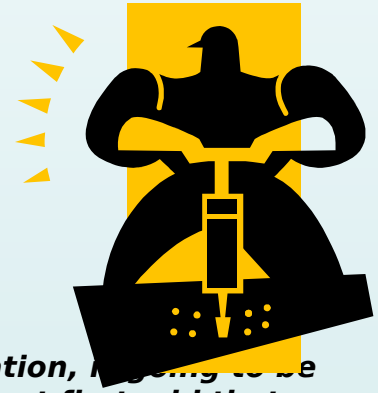
- Managing Account has been successfully established!



Managing Account Maintenance

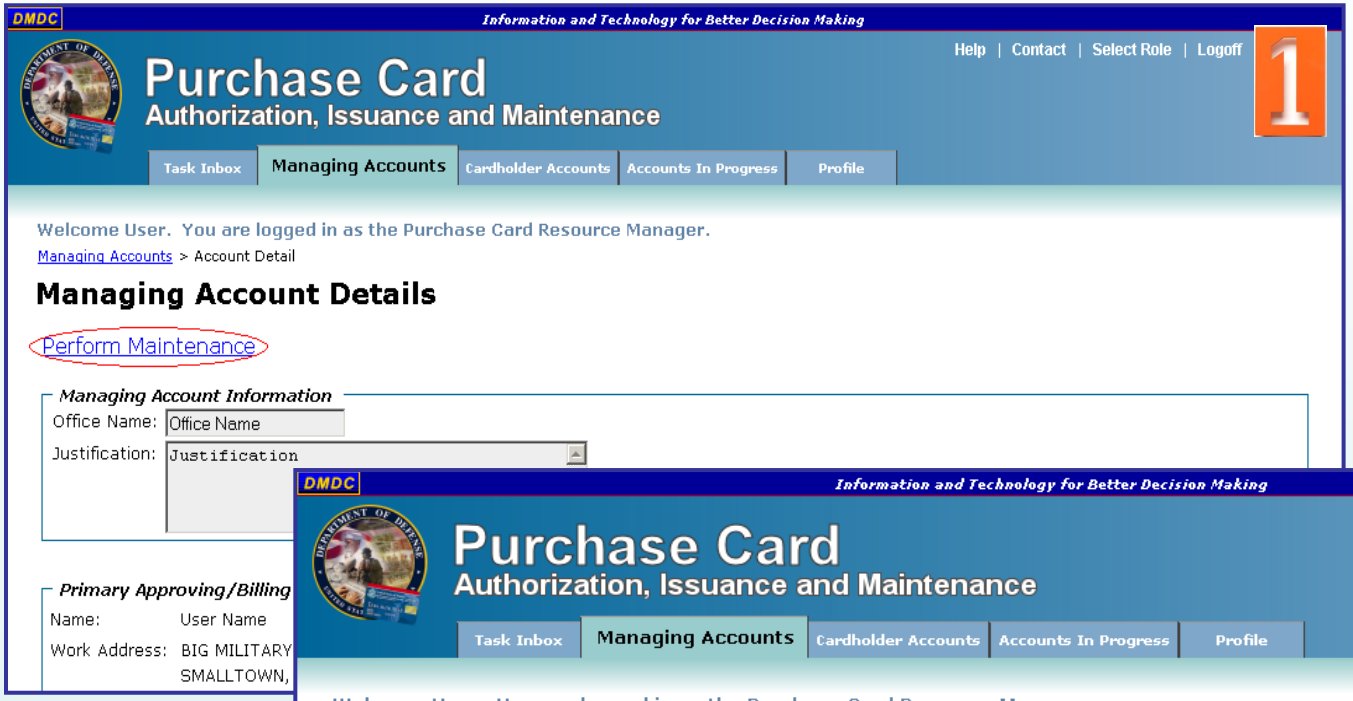
- You can initiate the following Managing Account maintenance actions:
  - Update Account Status (suspend and reactivate accounts)*
  - Update Purchase Limits (decrease)
  - Update Financial information
  - Update Resource Manager on Managing Account

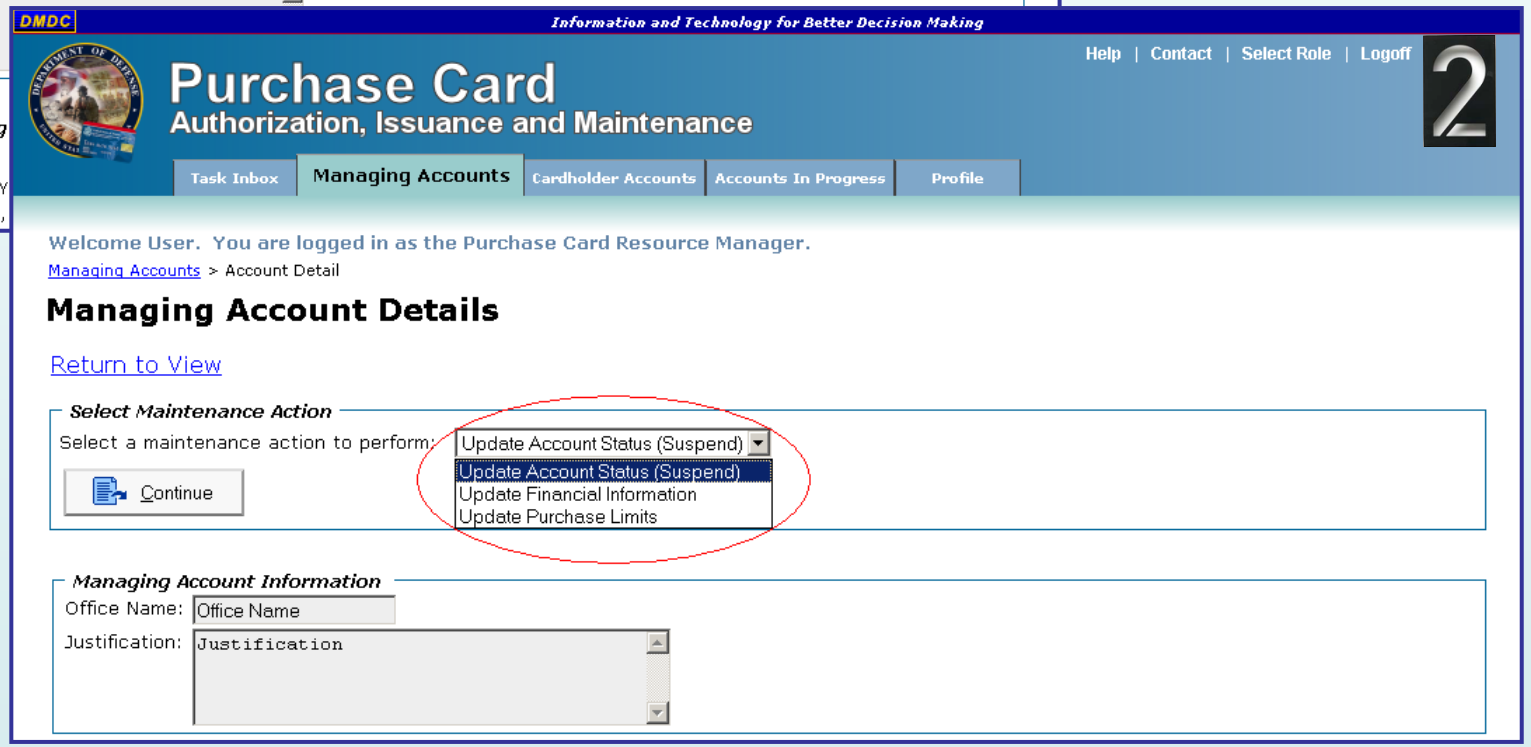
- **Not applicable for Navy users**



Note – If a new Line of Accounting, specifically Default Account Code information, is going to be used for a Managing Account being created in AIM, the Resource Manager must first add that new information to the list of available LOA's at the <u>BANK</u> prior to the A/OPC submitting the account request from AIM to the bank. If they need assistance on how to do this, please have them contact US BANK help desk at 1-800-254-9885.

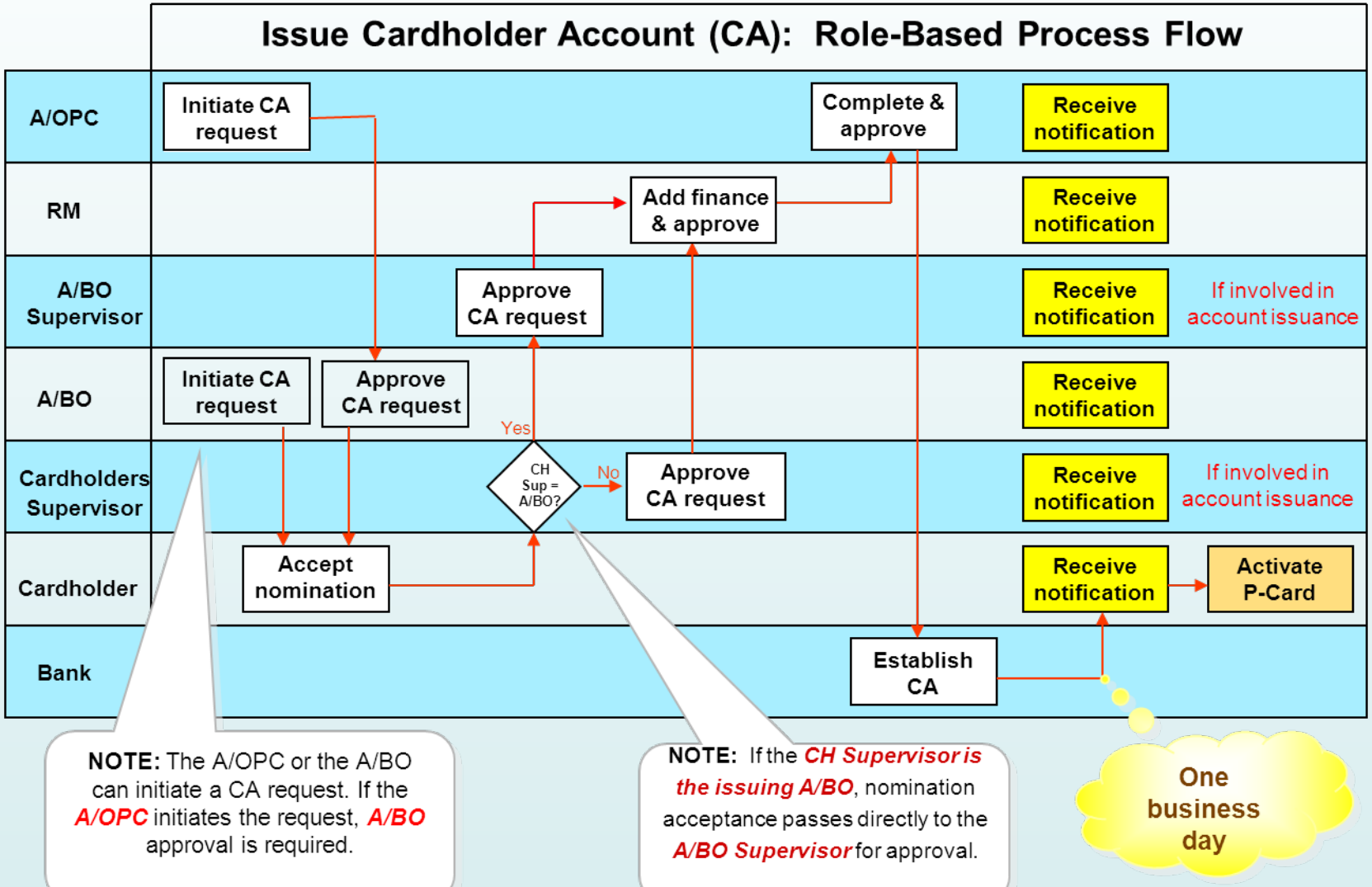
Managing Account Maintenance (cont'd)



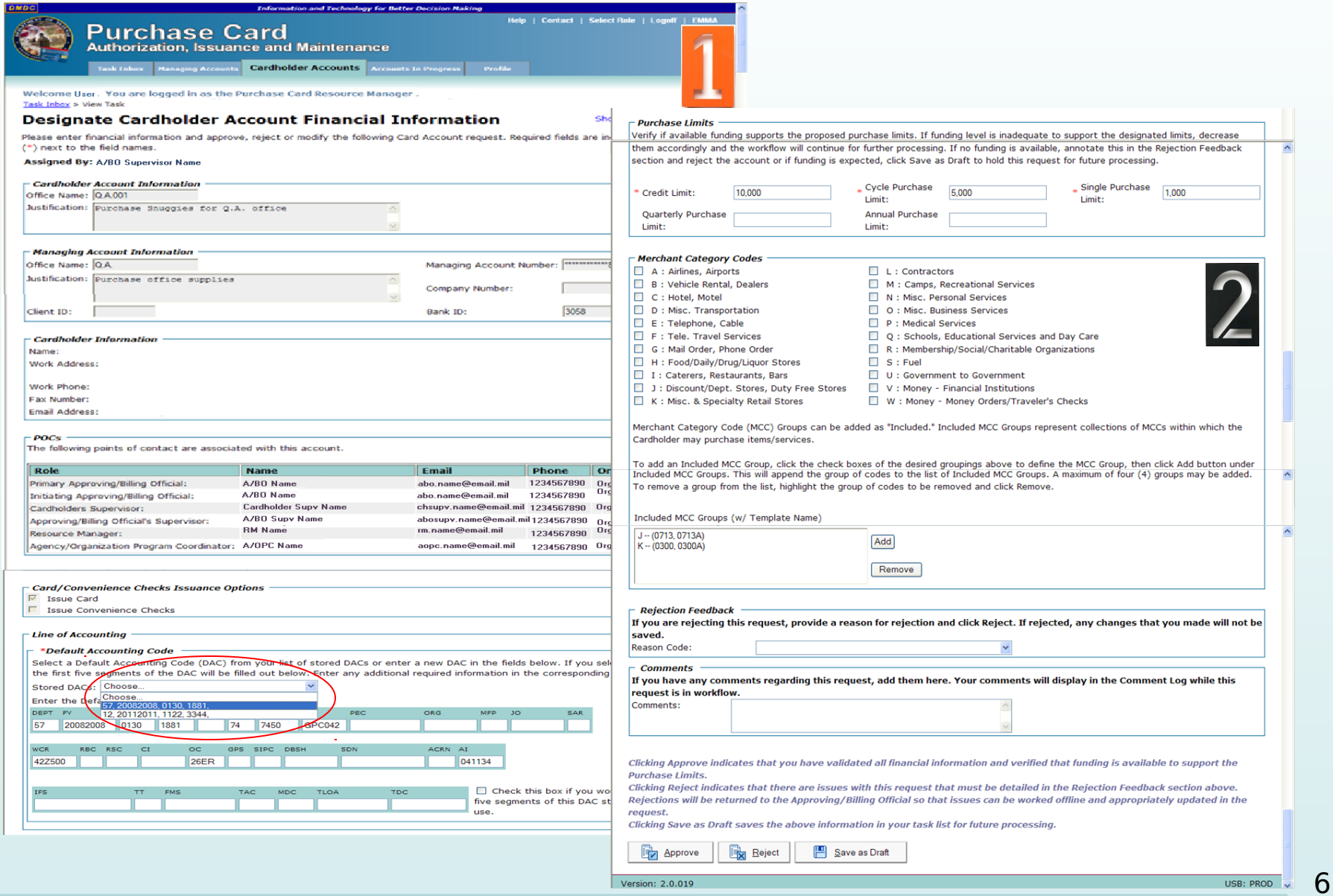


Cardholder Accounts

Issuing a Cardholder Account



Issuing a Cardholder Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile
1
Welcome User . You are logged in as the Purchase Card Resource Manager .
Task Inbox > View Task
Designate Cardholder Account Financial Information
Please enter financial information and approve, reject or modify the following Card Account request. Required fields are in
(*) next to the field names.
Assigned By: A/BO Supervisor Name
Cardholder Account Information
Office Name: Q.A.001
Justification: Purchase Snuggies for Q.A. office
Managing Account Information
Office Name: Q.A.
Justification: Purchase office supplies
Managing Account Number:
Company Number:
Client ID:
Bank ID: 3058
Cardholder Information
Name:
Work Address:
Work Phone:
Fax Number:
Email Address:
POCs
The following points of contact are associated with this account.
Role | Name | Email | Phone
Primary Approving/Billing Official: | A/BO Name | abo.name@email.mil | 1234567890
Initiating Approving/Billing Official: | A/BO Name | abo.name@email.mil | 1234567890
Cardholders Supervisor: | Cardholder Supv Name | chsupv.name@email.mil | 1234567890
Approving/Billing Official's Supervisor: | A/BO Supv Name | absupv.name@email.mil | 1234567890
Resource Manager: | RM Name | rm.name@email.mil | 1234567890
Agency/Organization Program Coordinator: | A/OPC Name | aopc.name@email.mil | 1234567890
Card/Convenience Checks Issuance Options
Issue Card
Issue Convenience Checks
Line of Accounting
*Default Accounting Code
Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you sel
the first five segments of the DAC will be filled out below. Enter any additional required information in the corresponding
Stored DACs:
Choose...
57, 20082008, 0130, 1881,
12, 20112011, 1122, 3344,
DEPT FV PEC ORG MFP JO SAR
57 20082008 0130 1881 74 7450 GPC042
WCR RBC RSC CI OC GPS SIPC DBSH SDN ACRN AI
42Z500 26ER 041134
IFS TT FMS TAC MDC TLOA TDC
Check this box if you wo
five segments of this DAC st
use.
Purchase Limits
Verify if available funding supports the proposed purchase limits. If funding level is inadequate to support the designated limits, decrease them accordingly and the workflow will continue for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account or if funding is expected, click Save as Draft to hold this request for future processing.
* Credit Limit: 10,000
* Cycle Purchase Limit: 5,000
* Single Purchase Limit: 1,000
Quarterly Purchase Limit:
Annual Purchase Limit:
Merchant Category Codes
A : Airlines, Airports
B : Vehicle Rental, Dealers
C : Hotel, Motel
D : Misc. Transportation
E : Telephone, Cable
F : Tele. Travel Services
G : Mail Order, Phone Order
H : Food/Daily/Drug/Liquor Stores
I : Caterers, Restaurants, Bars
J : Discount/Dept. Stores, Duty Free Stores
K : Misc. & Specialty Retail Stores
L : Contractors
M : Camps, Recreational Services
N : Misc. Personal Services
O : Misc. Business Services
P : Medical Services
Q : Schools, Educational Services and Day Care
R : Membership/Social/Charitable Organizations
S : Fuel
U : Government to Government
V : Money - Financial Institutions
W : Money - Money Orders/Traveler's Checks
2
Merchant Category Code (MCC) Groups can be added as "Included." Included MCC Groups represent collections of MCCs within which the Cardholder may purchase items/services.
To add an Included MCC Group, click the check boxes of the desired groupings above to define the MCC Group, then click Add button under Included MCC Groups. This will append the group of codes to the list of Included MCC Groups. A maximum of four (4) groups may be added. To remove a group from the list, highlight the group of codes to be removed and click Remove.
Included MCC Groups (w/ Template Name)
J -- (0713, 0713A)
K -- (0300, 0300A)
Add
Remove
Rejection Feedback
If you are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will not be saved.
Reason Code:
Comments
If you have any comments regarding this request, add them here. Your comments will display in the Comment Log while this request is in workflow.
Comments:
Clicking Approve indicates that you have validated all financial information and verified that funding is available to support the Purchase Limits.
Clicking Reject indicates that there are issues with this request that must be detailed in the Rejection Feedback section above. Rejections will be returned to the Approving/Billing Official so that issues can be worked offline and appropriately updated in the request.
Clicking Save as Draft saves the above information in your task list for future processing.
Approve
Reject
Save as Draft
Version: 2.0.019
USB: PROD

Issuing a Cardholder Account *(cont'd)*

e. A/OPC fills out required data and approves CA request

- Reviews Office Name, Justification, Organization Name, Card/Convenience Check Issuance options, Purchase Limits, UIC*, Identity Verification*, and MCCs and updates, if necessary
- Certifies that the Cardholder has completed their training and enters the date of completion
- Certifies that the Required Delegations and Appointments letter was issued and enters a date for review
- Enters Special Designations for the CA

* **Navy users only**

Issuing a Cardholder Account *(cont'd)*

f. AIM sends the CA request to the bank

- If the bank rejects the request, it goes to the appropriate user for revision
  - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
  - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*

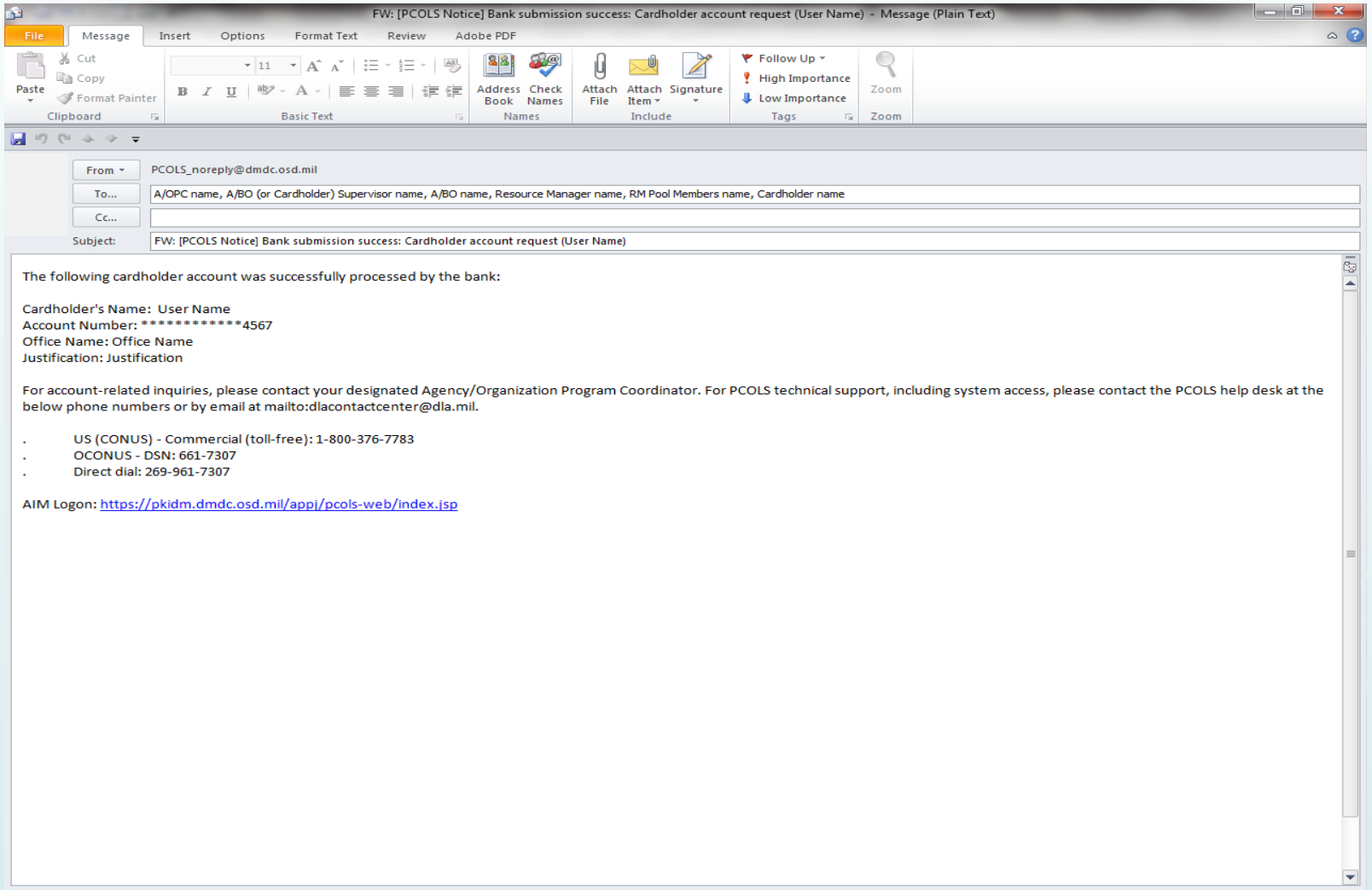
g. After one business day, AIM generates an email notification to all roles involved in issuance that the CA is active, based on bank confirmation

- The Purchase Card will then be shipped; once received, the card must be activated following standard bank procedures

Note – If a new Line of Accounting, specifically Default Account Code information, is going to be used for a Managing Account being created in AIM, the Resource Manager must first add that new information to the list of available LOA's at the BANK prior to the A/OPC submitting the account request from AIM to the bank. If they need assistance on how to do this, please have them contact US BANK help desk at 1-800-254-9885.

Issuing a Cardholder Account *(cont'd)*

- Cardholder Account has been successfully established!



Cardholder Account Maintenance

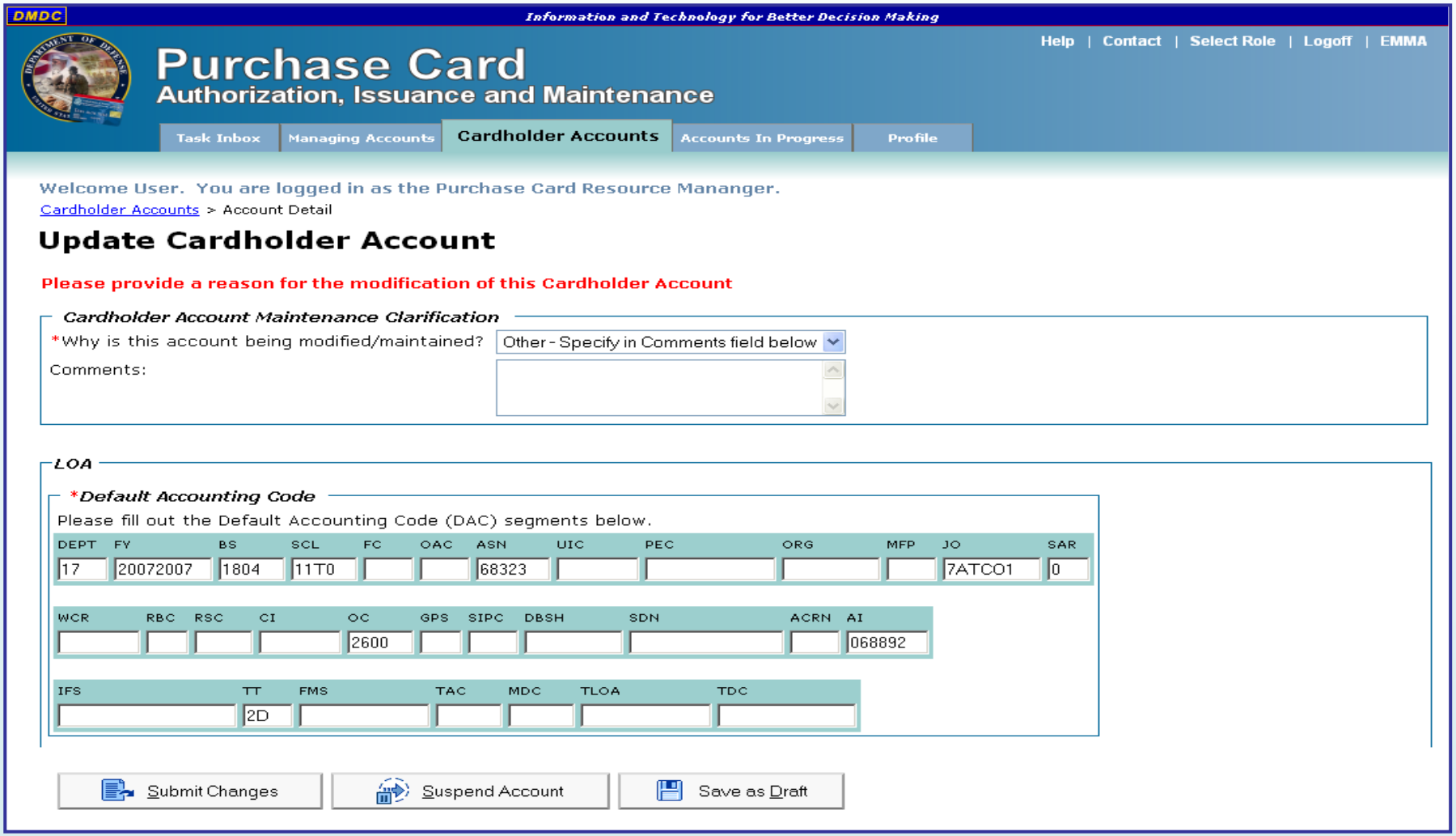
- You can initiate the following CA maintenance actions:
  - Update EDI payment routing information
  - Update LOA information (DAC)
  - Update Purchase Limits (decrease)
  - Update Account Status (suspend and reactivate)*
- All maintenance requests go to the A/OPC for approval prior to bank submittal

- **Not applicable for Navy users**

Note – If a new Line of Accounting, specifically Default Account Code information, is going to be used for a Managing Account being created in AIM, the Resource Manager must first add that new information to the list of available LOA's at the BANK prior to the A/OPC submitting the account request from AIM to the bank. If they need assistance on how to do this, please have them contact US BANK help desk at 1-800-254-9885.

Cardholder Account Maintenance *(cont'd)*

- This is the partial view of the maintenance screen:


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Welcome User. You are logged in as the Purchase Card Resource Mananger.
Cardholder Accounts > Account Detail
Update Cardholder Account
Please provide a reason for the modification of this Cardholder Account
Cardholder Account Maintenance Clarification
*Why is this account being modified/maintained?
Other - Specify in Comments field below
Comments:
LOA
*Default Accounting Code
Please fill out the Default Accounting Code (DAC) segments below.
DEPT FY BS SCL FC OAC ASN UIC PEC ORG MFP JO SAR
17 20072007 1804 11T0 68323 7ATCO1 0
WCR RBC RSC CI OC GPS SIPC DBSH SDN ACRN AI
2600 068892
IFS TT FMS TAC MDC TLOA TDC
2D
Submit Changes
Suspend Account
Save as Draft

PCOLS Reporting

Learning Objectives

- PCOLS Reporting Overview
- PCOLS Reporting users
- PCOLS Reports
- How to:
  - Select a role
  - Select a report
  - Run a report
  - Generate a report

PCOLS Reporting Overview

- Provides a defined set of reports based on Purchase Card accounts and users of AIM
- Reports can be generated only for organizations in which a user is associated
- PCOLS Reporting uses data from AIM, EMMA, and DEERS

PCOLS Reporting Users

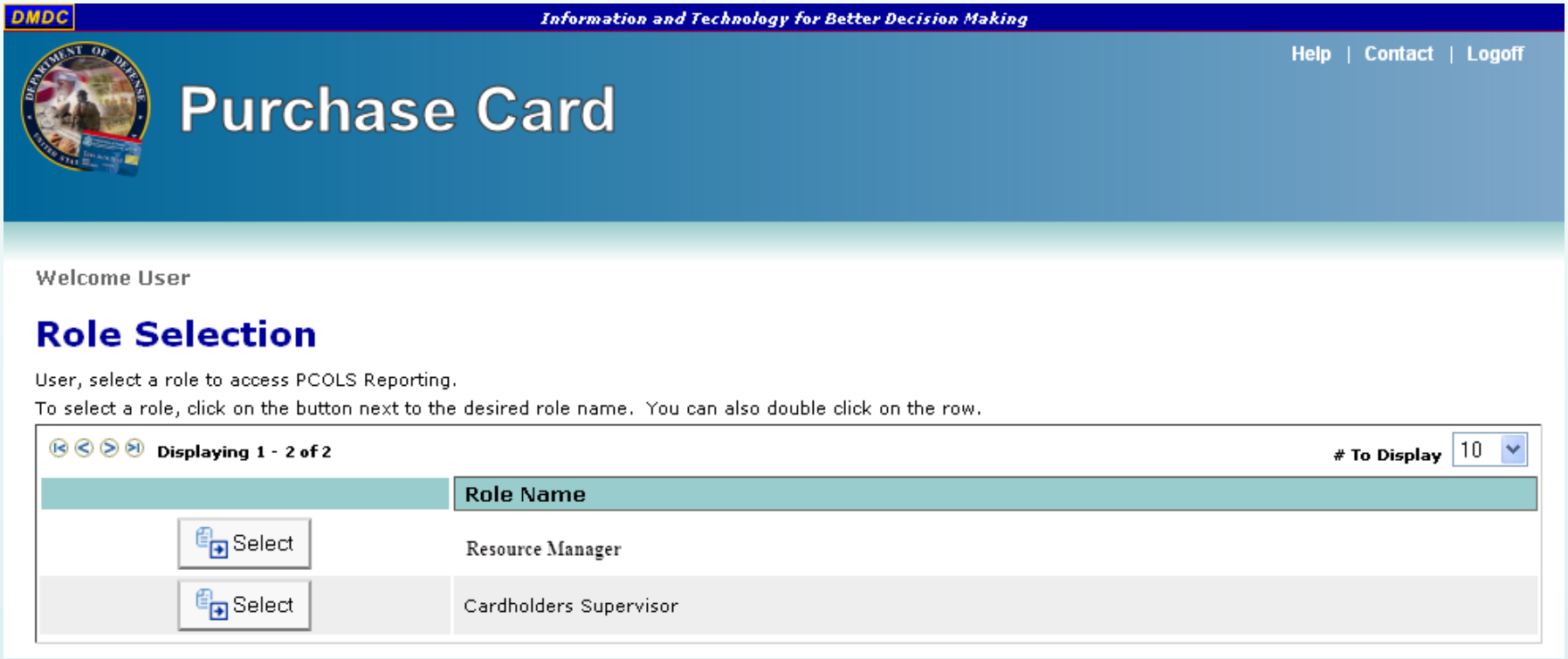
Reports	Resource Manager	PCPO Representative	Acquisition Executive Agent	HCA Agent	High-Level A/OPC Supervisor	A/OPC Supervisor	A/OPC	A/BO Supervisor	A/BO	Cardholders Supervisor
Account Status		x	x	x	x	x	x			
Annual Review of Managing Accounts		x	x	x	x	x	x			
Approving/Billing Official		x	x	x	x	x	x	x		
Case Disposition Detail		x	x	x	x	x	x			
Case Disposition Summary		x	x	x	x	x	x			
Conflict of Interest		x	x	x	x	x	x	x		
Escalated Transaction		x	x	x	x	x	x			
Flagged Transaction		x	x	x	x	x	x			
Infraction Detail		x	x	x	x	x	x			
Program Management		x	x	x	x	x	x			
Provisioning Status		x	x	x	x	x	x			
Purchase Card	x	x	x	x	x	x	x	x	x	x
Recommended Action Summary		x	x	x	x	x	x			
Training Due		x	x	x	x	x	x	x		x
Workflow Aging		x	x	x	x	x	x			

PCOLS Reports

- **Purchase Card** – allows users to view a list of Cardholder Accounts that meet the selected reporting criteria.

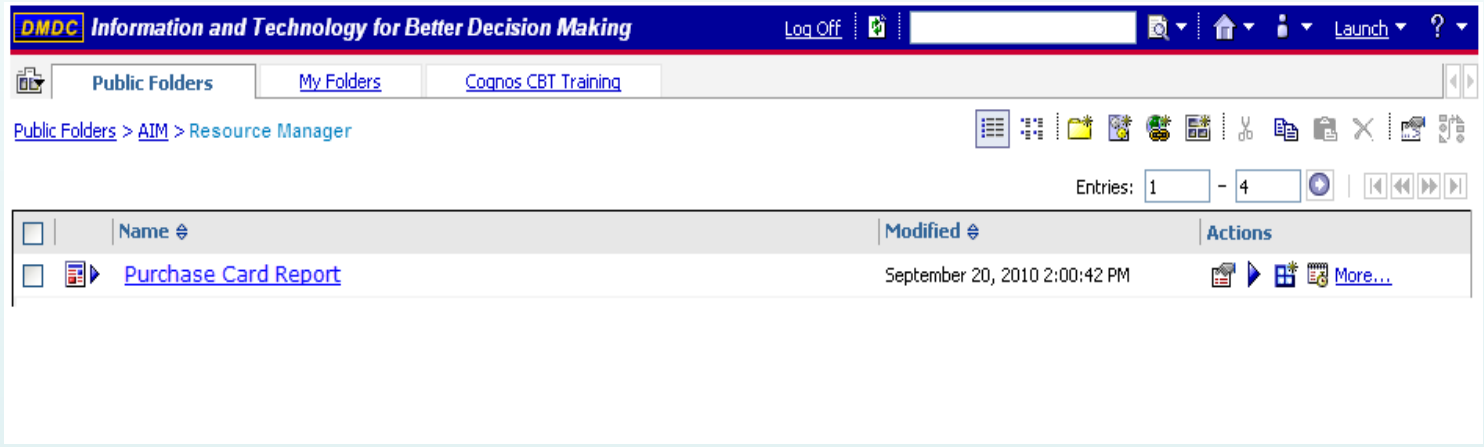
* **Note:** The PCOLS data base will be updated during the 2:00am to 5:00am EST system unavailability window; therefore, current data in all reports will not be available until the next business day.

Selecting a Role

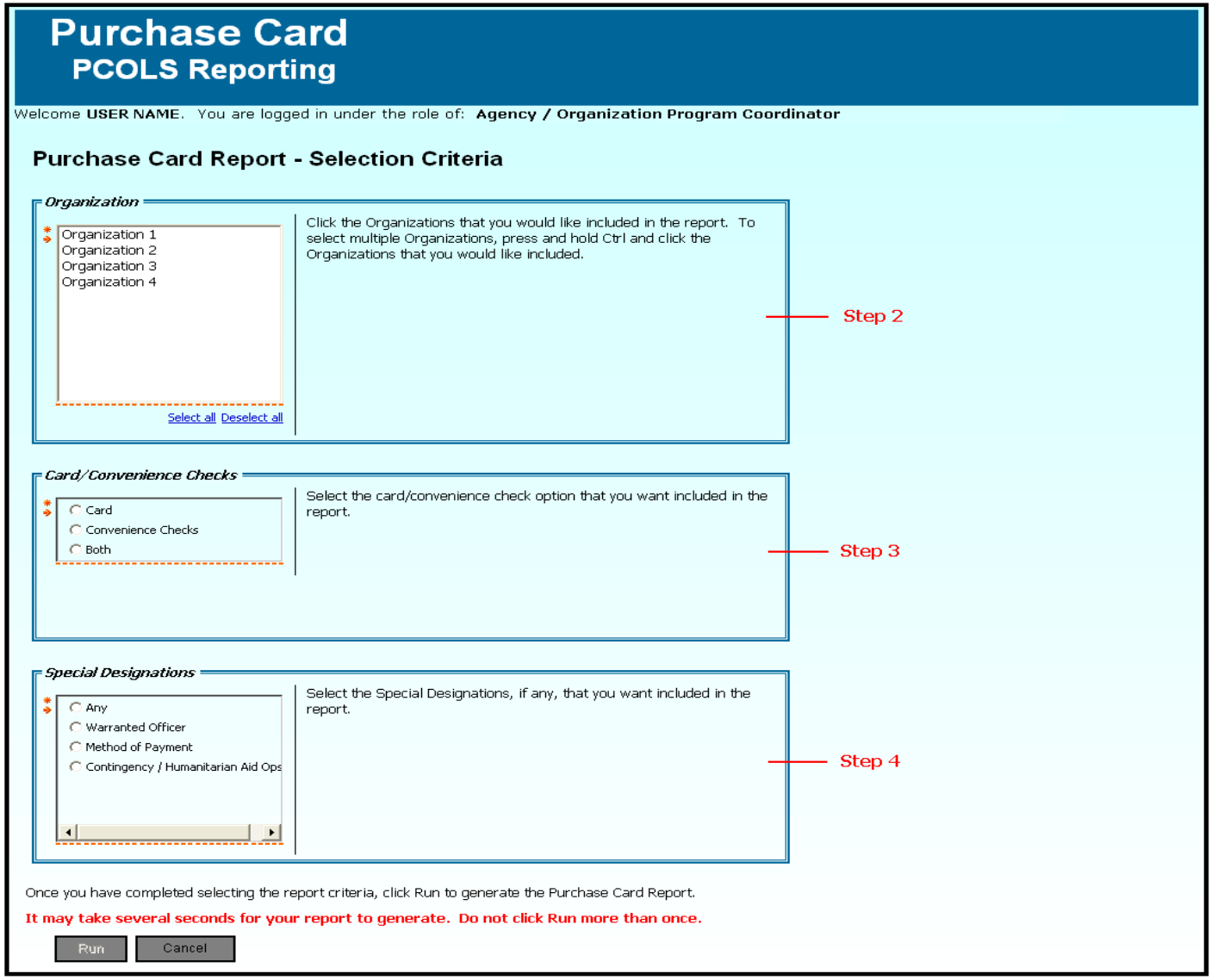

DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Role Selection
User, select a role to access PCOLS Reporting.
To select a role, click on the button next to the desired role name. You can also double click on the row.
Displaying 1 - 2 of 2
To Display 10
Role Name
Select
Resource Manager
Select
Cardholders Supervisor

Selecting a Report

- Upon selecting your role folder, you will be presented with a list of reports that are available to the selected role.



Running a Report


Purchase Card
PCOLS Reporting
Welcome USER NAME. You are logged in under the role of: Agency / Organization Program Coordinator
Purchase Card Report - Selection Criteria
Organization
Organization 1
Organization 2
Organization 3
Organization 4
Select all Deselect all
Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.
Step 2
Card/Convenience Checks
Card
Convenience Checks
Both
Select the card/convenience check option that you want included in the report.
Step 3
Special Designations
Any
Warranted Officer
Method of Payment
Contingency / Humanitarian Aid Ops
Select the Special Designations, if any, that you want included in the report.
Step 4
Once you have completed selecting the report criteria, click Run to generate the Purchase Card Report.
It may take several seconds for your report to generate. Do not click Run more than once.
Run
Cancel

Generating a Report

Purchase Card Report

Criteria:
Organization(s): Production Support/DMRA, Prod Support/ Doe - USB Org
Card/Check Option: Both
Special Designations: Any

Organization: Prod Support/: Doe - USB Org

Cardholder Account Number	Cardholder Name / Organization Name	Email Address / Phone Number	Card Type	Designation Type(s)	$ Value of Warrant	Cycle Limit / Single Limit	Quarterly Limit / Annual Limit
**********07408892	Cardholder DMDC POLS TEST	john.doe@mail.mil 1234567890	Card			$1,000.00 $1,500.00	$1,000.00 $1,000.00
**********07408900	Cardholder DMDC PCOLS DEVELOPMENT	john.doe@mail.mil 1234567890	Card			$500.00 $500.00	$500.00 $500.00
**********07417786	Cardholder DMDC POLS DEVELOPMENT	john.doe@mail.mil 1234567890	Card	Warranted Officer		$500.00 $98.00	$0.00 $0.00
**********07653315	Cardholder DMDC POLS DEV ORG	john.doe@mail.mil 1234567890	Card	Contingency		$5.00 $5.00	$0.00 $0.00
**********07764377	Cardholder DMDC PCOLS DEVELOPMENT	john.doe@mail.mil 1234567890		Contingency		$10.00 $9.00	$0.00 $0.00
**********07864714	Cardholder DMDC POLS DEV ORG	john.doe@mail.mil 1234567890		Warranted Officer Contingency Method of Payment	$5,000.00	$100.00 $100.00	$0.00 $0.00

PCOLS AIM Reporting
Report Date/Time: Dec 1, 2010 6:01:26 AM

Requestor: Doe, Jane
Role: Resource Manager

Purchase Card On-line System (PCOLS)

This concludes the PCOLS Continuous Learning Module for the RM and RM Pool